

MEETING AGENDA  
Town of Altavista Council Chambers  
J.R. "Rudy" Burgess Town Hall  
July 12, 2011

ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.

6:45 P.M. Finance Committee

Regular Council Meeting (7:00 p.m.)

- 1) Call to Order
- 2) Invocation Memo
- 3) Approval of Minutes (Tab 2) Minutes
- 4) Review of Invoices (Tab 3) Check Register June
- 5) Financial Statements (Tab 4)

Revenue Report June Expenditure Report June Quarterly Investment Report

- 6) **Public Comment Period: Notes on the Comment Period** – Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for all consideration of the Town Council, staff and other speakers. (*Estimated Time: 15 minutes*)
- 7) **SPECIAL ITEMS OR RECOGNITIONS** (Tab 5) (5 minutes, if needed)
- 8) **STANDING COMMITTEE/COMMISSION/BOARD REPORTS** (Tab 6) (*Estimated Time: 15 minutes*)
  - a) Council Committees
    - i) Public Works Committee (Ferguson)
    - ii) Finance Committee (Coleman)
    - iii) Police Committee (Mattox)
    - iv) Utility Committee (Dalton)

## Standing Committee/Commission/Board Reports (Continued)

- b) Others
  - i) ACTS (Transit) Advisory Committee
  - ii) Armory Reuse Committee
  - iii) Altavista On Track
  - iv) Altavista Area Chamber of Commerce
  
- 9) **UNFINISHED BUSINESS** (Tab 7) (Estimated Time: 10 minutes)
  - a) Zoning Ordinance Update
  - b) Pittsylvania Avenue intersection project
  
- 10) **NEW BUSINESS** (Tab 8) (Estimated Time: 15 minutes)
  - a) Drought Ordinance consideration
  - b) Nuisance Property - 14th Street
  
- 11) **Town Manager's Report** (Estimated Time: 10 minutes)
  - a) Project Updates (Tab 9)
  - b) Reports (Tab 10)
    - i) Departmental
    - ii) Others
  - c) Other Items as Necessary
  - d) Information Items (Tab 11)
  
- 12) **Matters from Town Council Members** (Estimated Time: 10 minutes)
  
- 13) **Closed Session**

Discussion of the annual performance evaluation of the Town Manager; as permitted by Virginia Code Section § 2.2-3711 (A) (1)

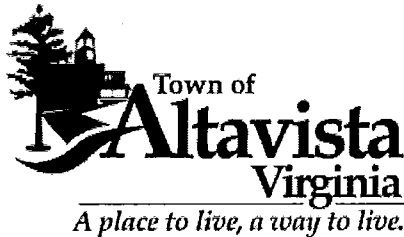
*Notice of intent to comply with Americans With Disabilities Act Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, Va. 24517 or by calling (434) 369-5001.*

*Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.*

The agenda items listed below may be viewed at Town Hall during normal business hours:

- 3) Minutes
- 4) Check Register (June)
- 5) Financial Statements (June)
  - \* Revenue Report
  - \* Expenditure Report
  - \* Quarterly Investment Report

All other items are attached below:



Town of Altavista, Virginia  
Town Council Package

**FINANCE COMMITTEE REPORT**



The Finance Committee met on Tuesday, July 5, 2011 to discuss items that had been placed on their agenda. The following items are submitted for Council's consideration:

**I: FY2011 Year End Budget Amendments**

The Committee considered the attached FY2011 Year End Budget Amendments. Also, included is a brief explanation of the amendments. The Committee recommends approval of the FY2011 Year End Budget Amendments. It should be noted that the majority of the funds will be carried over to the FY2012 budget for on-going projects. Budgets amendments to complete this process will be provided next month.

It should be noted that the proposed amendment in the Library Fund would deplete that fund balance to zero and the FY2012 budget would be amended, at a later date, to fund Library expenses out of the General Fund. The budget amendment is necessary due to the library roof replacement. Staff would propose that in the FY2013 Budget that the library function be absorbed into the Public Works budget.

Several projects/functions that require carry-over of funds from FY2011 to FY2012 are: Downtown Infrastructure and Streetscape; Website update; Independent Auditor (Contractual Services); Water Plant Fluoride Grant; Broad Street and Amherst Avenue sidewalk improvements (Highway Funds); and miscellaneous capital improvement projects that were not finalized by June 30<sup>th</sup>.

**POSSIBLE MOTION/ACTION:**

*"I move that the attached FY2011 Year End Budget Amendments be approved."*

Attachment: FY2011 Year End Budget Amendments  
Budget Amendment Explanations

**II: Davenport financial services proposal**

The Committee met with Davenport in June to discuss different Town financial issues/concerns. Following that meeting, the Finance Committee directed staff to discuss with Davenport the formulation of a proposal to provide certain financial services to the Town of Altavista. The attached proposal is the result of that discussion. Also included is the portion of the Virginia Resources Authority's contract with Davenport that allows other public bodies to contract with Davenport. The Committee recommends that the Town of Altavista

enter into an agreement with Davenport for the analysis of the Altavista Fire Company request (\$2,500) and the development of a Multi-Year Plan of Finance (\$20,000). The work would be funded through Administration (\$12,500), Water (\$5,000) and Wastewater (\$5,000) in the existing FY2012 budget.

**POSSIBLE MOTION/ACTION:**

*"I move that the proposal with Davenport & Company, in the total amount of \$22,500 be approved."*

Attachment: Davenport Proposal

DATE: June 30, 2011  
MEMO TO: Finance Committee  
FROM: Tobie Shelton  
RE: Final FY 2011 Budget Amendments

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The following budget amendments are presented for your consideration based on activity for the final six months of the fiscal year. Adjusting the budget will bring these accounts into line and eliminate variances on the accounting reports. I respectfully request your approval for the accounts outlined below:

<b>GENERAL FUND</b>	
<b>REVENUES</b>	<b>REQUESTED AMENDMENT</b>
PENALTIES & INTEREST / INTEREST	1,000.00
LOCAL / ELECTRIC, GAS & TELEPHONE	26,000.00
LOCAL / BANK STOCK	30,000.00
LOCAL / HOTEL & MOTEL	17,000.00
LOCAL / COMMUNICATIONS TAX	12,000.00
LOCAL / TRANSIT PASSENGER REVENUE	600.00
BUSINESS LICENSE FEES / CONTRACTORS	-1,300.00
BUSINESS LICENSE FEES / WHOLESALE BUSINESS	300.00
BUSINESS LICENSE FEES / UTILITIES	1,700.00
BUSINESS LICENSE FEES / HOTELS	300.00
PERMITS / ZONING,SIGN,HOME OCCUPATN	300.00
FINES & FORFEITURES / COURT FINES	6,000.00
FINES & FORFEITURES / PARKING FINES	-300.00
INTEREST / INTEREST INCOME	7,800.00
RENTS / RENTAL OF GENERAL PROP	500.00
STATE / RENTAL TAX	-400.00
STATE / VDOT CONTRACTUAL SERVICES	-800.00
STATE / VDOT PD GRANT - OVERTIME	8,600.00
STATE / STATE TRANSIT REVENUE	93,000.00
COUNTY / FIRE DEPT FUEL REIMB	-3,100.00
FEDERAL / VDOT TEA21 ENHNCMNT GRNT	-86,300.00
FEDERAL / FEDERAL TRANSIT REVENUE	-116,000.00
MISCELLANEOUS / SALES OF SUPPLIES & MAT	12,000.00
MISCELLANEOUS / CASH DISCOUNTS	-300.00
MISCELLANEOUS / MISCELLANEOUS	-5,000.00
<b>TOTAL REVENUES</b>	<b>3,600.00</b>

## EXPENSES

### ADMINISTRATION DEPARTMENT

	<u>REQUESTED AMENDMENT</u>
BENEFITS / GROUP MEDICAL INSURANCE	5,600.00
BENEFITS / GROUP LIFE INSURANCE	-2,400.00
BENEFITS / WORKER'S COMP	-2,800.00
BENEFITS / EMPLOYEE EDUCATION ASSIST	-1,000.00
BENEFITS / OTHER EMPLOYEE BENEFITS	-3,200.00
CONTRACTUAL SERVICES / LEGAL SERVICES	-6,000.00
CONTRACTUAL SERVICES / MAINTENANCE SVC CONTRACTS	-8,500.00
CONTRACTUAL SERVICES / INDEPENDENT AUDITOR	-10,000.00
CONTRACTUAL SERVICES / ENGIN & ARCHITECTURAL SVC	-15,000.00
CONTRACTUAL SERVICES / MISC & PROFESSIONAL SVCS	-4,000.00
CONTRACTUAL SERVICES / IT NETWRK/WEBSITE SUPPORT	-11,000.00
OTHER CHARGES / ELECTRICAL SERVICES	-4,000.00
OTHER CHARGES / POSTAL SERVICES	-2,600.00
OTHER CHARGES / TELECOMMUNICATIONS	-900.00
OTHER CHARGES / PUBLIC OFFICIAL LIAB INSU	-900.00
OTHER CHARGES / REFUNDS	-100.00
OTHER CHARGES / MISCELLANEOUS	-1,000.00
OTHER CHARGES / MISCELLANEOUS REIMB	-50.00
MATERIALS & SUPPLIES / OFFICE SUPPLIES	-500.00
MATERIALS & SUPPLIES / BOOKS & SUBSCRIPTIONS	-175.00
<b>SUB-TOTAL</b>	<b>-68,525.00</b>

### POLICE DEPARTMENT

SALARIES AND WAGES / DMV GRANT OVERTIME	3,600.00
BENEFITS / GROUP LIFE INSURANCE	-4,650.00
CONTRACTUAL SERVICES / PHYSICALS	-1,000.00
CONTRACTUAL SERVICES / R & M ELECTRONICS	-3,300.00
OTHER CHARGES / HEATING SERVICES	700.00
OTHER CHARGES / TELECOMMUNICATIONS	-3,300.00
OTHER CHARGES / GENERAL LIABILITY INSUR	-700.00
OTHER CHARGES / SUBSISTANCE & LODGING	-900.00
OTHER CHARGES / CONVENTIONS & EDUCATIONS	-1,100.00
OTHER CHARGES / STATE FORFEITURE FUND EXP	-1,600.00
OTHER CHARGES / FED FORFEITURE FUND EXP	-3,000.00
GRANT EXPENSES/ FEDERAL COPS GRANT	4,600.00

POLICE DEPARTMENT CONTINUED

	REQUESTED AMENDMENT
MATERIALS & SUPPLIES / FUELS & LUBRICANTS	3,600.00
MATERIALS & SUPPLIES / VEHICLE & EQUIP R&M	4,500.00
MATERIALS & SUPPLIES / DRUG INVESTIGATING	-5,800.00
<b>SUB-TOTAL</b>	<b>-8,350.00</b>

PUBLIC WORKS DEPARTMENT

BENEFITS / FICA	-3,600.00
BENEFITS / GROUP MEDICAL INSURANCE	7,500.00
BENEFITS / GROUP LIFE INSURANCE	-3,800.00
CONTRACTUAL SERVICES / MAINTENANCE SVC CONTRACTS	-650.00
CONTRACTUAL SERVICES / R & M ELECTRONICS	200.00
OTHER CHARGES / TELECOMMUNICATIONS	-1,100.00
OTHER CHARGES / SUBSISTANCE & LODGING	-800.00
OTHER CHARGES / CONVENTIONS & EDUCATIONS	-700.00
OTHER CHARGES / MISCELLANEOUS	-500.00
OTHER CHARGES / INVENTORY OVER / SHORT	5,400.00
OTHER CHARGES / MISS UTILITY	-800.00
MATERIALS & SUPPLIES / FUELS & LUBRICANTS	-4,700.00
MATERIALS & SUPPLIES / VEHICLE / EQUIP R&M	-4,400.00
MATERIALS & SUPPLIES / UNIFORMS	-3,600.00
MATERIALS & SUPPLIES / STREET LT OPER SUPPLIES	-7,000.00
MATERIALS & SUPPLIES / HIGHWAY, STRT & SIDEWALKS	2,000.00
MATERIALS & SUPPLIES / STORM DRAINAGE	-600.00
MATERIALS & SUPPLIES / ENGINEERING R & M	-400.00
MATERIALS & SUPPLIES / TRAIN STATION SUPPLIES	-2,400.00
CAPITAL OUTLAY - REPLACE / VEHICLE REPLACEMENT	-13,500.00
CAPITAL OUTLAY - REPLACE / STORM WATER IMPROVEMENTS	45,000.00
CONTRACTUAL SERVICES / LANDSCAPING CONTRACTS	-3,600.00
OTHER CHARGES / ELECTRICAL SERVICES	-1,200.00
OTHER CHARGES / HEATING SERVICES	-2,300.00
MATERIALS & SUPPLIES / SUPPLIES	-800.00
MATERIALS & SUPPLIES / SMALL TOOLS	-2,200.00
OTHER CHARGES / ELECTRICAL SERVICES	-2,400.00
MATERIALS & SUPPLIES / SUPPLIES	-5,600.00
CAPITAL OUTLAY - REPLACE / PARKS	-32,200.00
<b>SUB-TOTAL</b>	<b>-38,750.00</b>



TRANSPORTATION DEPARTMENT

	REQUESTED AMENDMENT
BENEFITS/ VRS	300.00
BENEFITS/ GROUP LIFE	50.00
PUBLIC TRANSPORTATION / CONTRACTUAL SERVICES	-300.00
CONTRACTUAL SERVICES/ MAIN SVC CONTRACTS	-400.00
CONTRACTUAL SERVICES/ MISC & PROFESSIONAL SVCS	-700.00
CONTRACTUAL SERVICES/ PHYSICALS	100.00
OTHER CHARGES/ TELECOMMUNICATIONS	200.00
OTHER CHARGES/ MOTOR VEHICLE INSURANCE	-300.00
OTHER CHARGES/ SUBSISTANCE & LODGING	-100.00
OTHER CHARGES/ CONVENTIONS & EDUCATIONS	-350.00
OTHER CHARGES/ MISC / INDIRECT	-1,000.00
MATERIALS & SUPPLIES/ VEHICLE & EQUIP R&M	-1,600.00
MATERIALS & SUPPLIES/ OTHER OPERATING SUPPLIES	-800.00
MATERIALS & SUPPLIES/ SUPPLIES	-100.00
<b>SUB-TOTAL</b>	<b>-5,000.00</b>

NON DEPARTMENTAL

OTHER CHARGES / MISCELLANEOUS	-23,000.00
MATERIALS & SUPPLIES / FUELS & LUBRICANTS	-1,000.00
TRANSFER OUT / WATER & SEWER FUND	-149,000.00
TRANSFER OUT / TO RESERVES	149,000.00
TRANSFER OUT / TO CIF	5,100.00
CAPITAL OUTLAY - REPLACE / IMPRVMNTS OTHER THAN BLDG	-83,000.00
CAPITAL OUTLAY - REPLACE / IMPRVMNTS OTHER THAN BLDG	-4,500.00
<b>SUB-TOTAL</b>	<b>-106,400.00</b>

**TOTAL EXPENDITURES** -227,025.00

<b>HIGHWAY FUND</b>
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**EXPENSES**

MATERIALS & SUPPLIES / STORM DRAINAGE	-22,500.00
MATERIALS & SUPPLIES / PAVEMENT	-90,000.00
MATERIALS & SUPPLIES / ENGINEERING R & M	-10,800.00
MATERIALS & SUPPLIES / OTHER TRAFFIC SVCS RDSIDE	8,500.00
CAPITAL OUTLAY - NEW / IMPRVMNTS OTHER THAN BLDG	-129,000.00
<b>TOTAL EXPENDITURES</b>	<b>-243,800.00</b>

<b>LIBRARY FUND</b>
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**REVENUES**

	REQUESTED AMENDMENT
INTEREST / INTEREST INCOME	-70.00
TRANSFER IN / FROM LIBRARY	69,800.00
TRANSFER IN / FROM GENERAL FUND	88,850.00
<b>TOTAL REVENUES</b>	<b>158,580.00</b>

**EXPENSES**

MATERIALS & SUPPLIES / REPAIRS & MAINTENANCE	3,500.00
TRANSFER OUT / CEMETERY RESERVE	230.00
<b>TOTAL EXPENDITURES</b>	<b>3,730.00</b>

<b>ENTERPRISE FUND</b>
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**REVENUES**

WATER CHARGES / WATER CONNECTION FEES	-1,400.00
SEWER CHARGES / OUTSIDE COMMUNITY	800.00
SEWER CHARGES / SEWER CONNECTION FEES	2,900.00
SEWER CHARGES / SEWER SURCHARGES	27,000.00
CHARGES FOR SERVICES / WATER & SEWER PENALTIES	-700.00
STATE / FLUORIDE GRANT	-22,500.00
MISCELLANEOUS / CASH DISCOUNTS	-350.00
MISCELLANEOUS / MISCELLANEOUS	-25,000.00
TRANSFER IN / FROM GENERAL FUND	-144,000.00
<b>TOTAL REVENUES</b>	<b>-163,250.00</b>

**EXPENSES**ADMINISTRATION

SALARIES AND WAGES / OVERTIME	150.00
BENEFITS / FICA	-300.00
BENEFITS / GROUP LIFE INSURANCE	-230.00
SALARIES AND WAGES / OVERTIME	30.00
BENEFITS / FICA	-100.00
BENEFITS / GROUP LIFE INSURANCE	-80.00
<b>SUB-TOTAL</b>	<b>-530.00</b>

PUBLIC WORKS DEPARTMENT

	REQUESTED AMENDMENT
SALARIES AND WAGES / OVERTIME	-200.00
BENEFITS / FICA	-1,000.00
BENEFITS / GROUP LIFE INSURANCE	-700.00
MATERIALS & SUPPLIES / REPAIRS & MAINTENANCE	8,000.00
BENEFITS / FICA	-900.00
BENEFITS / GROUP LIFE INSURANCE	-550.00
MATERIALS & SUPPLIES / REPAIRS & MAINTENANCE	9,000.00
SUB-TOTAL	13,650.00

WATER DEPARTMENT

SALARIES AND WAGES / REGULAR	-28,500.00
BENEFITS / FICA	-3,500.00
BENEFITS / VA RETIREMENT SYSTEM	-3,900.00
BENEFITS / GROUP MEDICAL INSURANCE	-7,600.00
BENEFITS / GROUP LIFE INSURANCE	-2,050.00
CONTRACTUAL SERVICES / MAINTENANCE SVC CONTRACTS	-22,000.00
CONTRACTUAL SERVICES / R & M GROUNDS, BLDGS, RDS	-7,600.00
OTHER CHARGES / HEATING SERVICES	2,700.00
OTHER CHARGES / TELECOMMUNICATIONS	-1,000.00
OTHER CHARGES / SUBSISTANCE & LODGING	-970.00
OTHER CHARGES / CONVENTIONS & EDUCATIONS	-400.00
OTHER CHARGES / REFUNDS	-300.00
OTHER CHARGES / MISCELLANEOUS	300.00
OTHER CHARGES / SAMPLE TESTING	-4,200.00
OTHER CHARGES / FEES PAID TO COMMONWEALTH	-1,500.00
OTHER CHARGES / PROFESSIONAL LICENSES	-300.00
OTHER CHARGES/ FLUORIDE GRANT EXPENSES	-22,500.00
MATERIALS & SUPPLIES / REPAIRS & MAINTENANCE	-18,000.00
MATERIALS & SUPPLIES / FUELS & LUBRICANTS	-1,200.00
MATERIALS & SUPPLIES / VEHICLE & EQUIP R&M	-800.00
MATERIALS & SUPPLIES / UNIFORMS	-650.00
MATERIALS & SUPPLIES / SMALL TOOLS	-300.00
CAPITAL OUTLAY - REPLACE / MACHINERY & EQUIPMENT	-156,900.00
SUB-TOTAL	-281,170.00

**WASTEWATER DEPARTMENT**

	<b>REQUESTED AMENDMENT</b>
SALARIES AND WAGES / OVERTIME	-1,500.00
BENEFITS / FICA	-3,000.00
BENEFITS / GROUP MEDICAL INSURANCE	6,000.00
BENEFITS / GROUP LIFE INSURANCE	-3,350.00
CONTRACTUAL SERVICES / MAINTENANCE SVC CONTRACTS	-2,300.00
CONTRACTUAL SERVICES / MISC & PROFESSIONAL SVCS	-6,000.00
CONTRACTUAL SERVICES / PHYSICALS	-400.00
CONTRACTUAL SERVICES / R & M GROUNDS, BLDGS, RDS	-4,800.00
OTHER CHARGES / ELECTRICAL SERVICES	-46,000.00
OTHER CHARGES / HEATING SERVICES	-200.00
OTHER CHARGES / TELECOMMUNICATIONS	-200.00
OTHER CHARGES / SUBSISTANCE & LODGING	-300.00
OTHER CHARGES / CONVENTIONS & EDUCATIONS	-1,000.00
OTHER CHARGES / MISCELLANEOUS	-1,300.00
OTHER CHARGES / SAMPLE TESTING	-21,900.00
OTHER CHARGES / PROFESSIONAL LICENSES	-500.00
MATERIALS & SUPPLIES / OFFICE SUPPLIES	-800.00
MATERIALS & SUPPLIES / FUELS & LUBRICANTS	-1,800.00
MATERIALS & SUPPLIES / VEHICLE / EQUIP R&M	500.00
MATERIALS & SUPPLIES / UNIFORMS	-600.00
MATERIALS & SUPPLIES / OTHER OPERATING SUPPLIES	-40,000.00
MATERIALS & SUPPLIES / SMALL TOOLS	-400.00
CAPITAL OUTLAY - REPLACE / MACHINERY & EQUIPMENT	-103,000.00
<b>SUB-TOTAL</b>	<b>-232,850.00</b>
<b>TOTAL EXPENDITURES</b>	<b>-500,900.00</b>

**COMMUNITY IMPROVEMENT FUND**

<b>REVENUES</b>	<b>REQUESTED AMENDMENT</b>
INTEREST / INTEREST INCOME	-100.00
LOANS / CDBG LOAN POOL	3,500.00
STATE / CDBG GRANT	115,000.00
TRANSFER IN / FROM GENERAL	5,100.00
<b>TOTAL REVENUES</b>	<b>123,500.00</b>

**EXPENSES**

	<u>REQUESTED AMENDMENT</u>
OTHER CHARGES / MISCELLANEOUS REIMB	300.00
MATERIALS & SUPPLIES / REPAIRS & MAINTENANCE	-750.00
MATERIALS & SUPPLIES / REPAIRS & MAINTENANCE	-600.00
OTHER CHARGES / CDBG GRANT EXPENSES	115,000.00
<b>TOTAL EXPENDITURES</b>	<u><u>113,950.00</u></u>

<b>CEMETERY FUND</b>
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**REVENUES**

PERMITS / BURIAL	-2,000.00
INTEREST / INTEREST INCOME	-200.00
MISCELLANEOUS / SALE OF REAL ESTATE	-10,200.00
MISCELLANEOUS / MISCELLANEOUS	80.00
<b>TOTAL REVENUES</b>	<u><u>-12,320.00</u></u>

**EXPENSES**

SALARIES AND WAGES / REGULAR	-2,700.00
SALARIES AND WAGES / OVERTIME	-350.00
BENEFITS / FICA	-250.00
BENEFITS / VA RETIREMENT SYSTEM	-350.00
BENEFITS / GROUP MEDICAL INSURANCE	-250.00
BENEFITS / GROUP LIFE INSURANCE	-80.00
MATERIALS & SUPPLIES / REPAIRS & MAINTENANCE	-1,000.00
TRANSFER OUT / TO CEMETERY RESERVE	-6,650.00
<b>TOTAL EXPENDITURES</b>	<u><u>-11,630.00</u></u>

<b>GRAND TOTAL REVENUES</b>	110,110.00
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<b>GRAND TOTAL EXPENDITURES</b>	-865,675.00
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<b>NET CHANGE TO BUDGET</b>	-755,565.00
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EXPLANATIONS FOR FY 2011 BUDGET AMENDMENTS  
FOR THE FINAL SIX MONTHS OF THE FISCAL YEAR

General Fund

Revenues

The net increase in General Fund Revenue is two-fold. First, utility tax revenues, bank franchise fees, and lodging taxes came in higher than the original budgeted amount. Second, the original budget for Federal Transit Grant revenue accounted for a full year of activity instead of six months resulting in a decrease in this line item. The reimbursement for the buses was budgeted in the Federal Transit revenue account. The actual reimbursement came from the state, which explains the adjustments to both the state and federal transit grant line items.

Expenses

The benefit, Group Life Insurance was budgeted at a rate of 1.11% based on information received from the General Assembly during the budget process. The percentage rate dropped to .28% at the start of FY 2011. Adjustments are requested in each department to reflect the drop in the rate. A decrease of \$18,000 was throughout the organization.

Administration Department

The adjustments in the Administration Department were primarily in contractual services that will carry over to FY 2012. We anticipated an interim billing from our auditors, for preliminary work on FY 2011's audit that we did not receive. We also, included funding to enhance the Town's website. This project is still in the early phase and funding should carry over. Lastly, we anticipated funding for engineering costs associated with capital projects that we did not use.

Police Department

The net adjustments in the Police Department were a decrease. The largest decrease was in the line item funding undercover drug investigations.

Public Works Department

The net adjustments in the Public Works Department were a decrease. The largest decrease was in the CIP line item for park improvements. Overall park improvements came in under budget by \$32,200.

Transportation Department

The net adjustments in the Transportation Department were a decrease. This is a new department. The overall expenses for operating the bus service within the town were slightly lower than anticipated.

### Non-Departmental

The adjustments in Non-Departmental were primarily due to a decrease in the expenses for property Maintenance Enforcement for the demolition of buildings and the decrease in VDOT TEA21 expenses for phase 2 of the streetscape project. The funding for these items should carry over to FY 2012.

### Highway Fund

Several projects scheduled for FY 2011 have not been completed. Design issues as well as coordination with other utility owners have resulted in delays. We are anticipating these issues be resolved shortly for construction to begin by August 2011. The funding for these projects, \$276,363.00 should carry over to FY 2012

### Library Fund

The increase in revenue reflects the transfer in of funds from reserves and the general fund to offset the expense of the roof repairs.

An increase in the maintenance line item is needed to cover the increase in maintenance costs.

### Enterprise Fund

#### Revenues

The decrease in budgeted Enterprise Fund Revenues is contributed to various circumstances. The decrease is mainly due to the fund not requiring the entire budgeted amount of General Funds to support the day to day operations. Miscellaneous Revenue needed a reduction of the budgeted amount to bring the line item in line to actual and revenue received through the Fluoride Grant was reduced for FY 2011, to be carried over to FY 2012 due to a tank not being available until August.

#### Expenses

##### Administration Department

The salaries and benefits line items required adjusting simply to bring the budgeted amounts in line with actual expenditures.

##### Public Works Department

The net adjustments in Public Works Department's line items were an increase. Repair and maintenance line items for both water and sewer needed increasing. There were a large number of water main breaks as well as a large number of water meter replacements resulting in increased expenditures. There was also an additional expense due to the contracted wastewater connection for River Valley Resources. This expense was offset with the amount paid by River Valley Resources.

### Water Department

The net adjustments in the Water Department were a decrease. The decrease is a result of CIP items coming in under budget as well as CIP items/projects not beginning due various circumstances. The replacement of the Staunton River raw water pump did not get purchased during the FY due to a shortage of metals. There is an outstanding purchase order on the books that will be carried over to FY 2012 towards this item. Project 2 of the downtown infrastructure upgrades began later than anticipated; therefore these funds need to be carried over to FY 2012 as well. Expenses funded through the Fluoride Grant were decreased for FY 2011, to be carried over to FY 2012 due to a tank not being available until August. The Salaries and Benefits line items were decreased due to vacant positions budgeted on the high side to support the position being filled with a licensed individual; the positions were filled with trainees.

### Wastewater Department

The net adjustments in the Wastewater Department were a decrease. . The decrease is a result of CIP items coming in under budget as well as Project 2, of the downtown infrastructure upgrades, beginning later than anticipated, therefore these funds need to be carried over to FY 2012. Several line items such as electrical, other operating supplies, and sample testing were adjusted to bring the account in line with actual expenses.

### Community Improvement Fund

The main cause for adjustments in the CIF is due to the Community Development Block Grant (CDBG). An increase in reimbursements from our expenses created an increase in our revenue.

### Cemetery Fund

Decrease in sale of cemetery plots as well as a decrease in opening and closing of graves contributed to the overall drop in revenue.

Expenditures in this fund decreased as a result of the decrease in opening and closing of graves. Also, the overall transfer to reserves was slightly less.



June 30, 2011

Mr. J. Waverly Coggsdale  
Town Manager  
Town of Altavista, Virginia  
510 Seventh Street  
Altavista, VA 24517

Dear Waverly;

Kyle Laux and I thank you and Tobie for meeting with us for several hours recently to discuss in depth the Town's Capital Improvement Programs ("CIP") for both the General Fund and Utility Enterprise Fund; historical cash-flow trends for both of the funds; the 2012 Budget for each; and, the disposition of the Volunteer Fire Department Note with First National Bank. It is clear that you have many "moving pieces" at the Town and we are excited to have the opportunity to continue our work with you.

We also appreciate your concern as it relates to the potential cost(s) of Davenport serving in a Financial Advisory role. As such, in an effort to ensure that all parties are clear on the work product(s) and associated compensation, below please find an outline of our recommended services to be provided and proposed compensation.

**1. Disposition of the Volunteer Fire Department Note (the "Note")**

As a follow-up to our written memorandum dated March 22, 2011, we thank you for providing us with the details of the Note earlier this week. Based upon the valuable feedback of the Finance Committee, information gleaned from the Note itself, plus our conversations/meetings, we would propose a flat fee of \$2,500 for the initial memorandum and to provide an additional written recommendation/complete analysis including next steps. (Note: this \$2,500 includes the March 22<sup>nd</sup> memorandum that was already prepared but not billed.) In the event that the Town decides to move forward with the recommendation to be detailed in our follow-up memorandum, we propose an additional \$7,500 (for a total of \$10,000) to successfully execute on our recommended strategy.

**2. Development of a Multi-Year Plan of Finance for the Town's General Fund and Utility Enterprise Fund**

Again, we thank you for the valuable insights provided during our recent follow-up meeting. Given these insights, it is clear that the Town is on a course to essentially deplete nearly all of its Utility Enterprise Reserves by/about fiscal year 2016 absent a revised strategy. Thus, the question on some, if not all, Town Council's minds of: "How can we increase interest earnings on our fund balance?" is premature. Until the Town develops

a multi-year cash-flow plan that provides sustainable cash-flows for the Utility Enterprise Fund, the risk of having to sell investments prior to their maturity, and thus incur potential losses, could become a real issue. Davenport would provide the following written deliverables:

**2A. General Fund, Fund Balance, Debt Related**

- A multi-year historical Trend Analysis of the Town's cash-flow and fund balances to determine the Town's historic fiscal strength and vulnerabilities;
- A Peer Review of other similar Virginia Towns to include selected key financial data such as debt ratios and fund balance levels, amongst others;
- A series of enhanced and/or new Financial Policy Guidelines related to both the General Fund and Utility Enterprise Funds to include recommendations on minimum reserve levels;
- An analysis of the potential costs/benefits of using Fund Balance to pay down outstanding debt;
- A Review of the Town's outstanding indebtedness for potential refunding (i.e. debt service savings) and/or restructuring (i.e. cash flow) opportunities;
- A Debt Affordability Analysis (i.e. cash flow implications of the proposed capital project financings);
- A Debt Capacity Analysis of the Town to determine/provide the Town Council with a range and upper limits of the level of debt which the Town could prudently undertake; and,
- Preparation of an initial **Plan of Finance** for meeting the identified capital requirements, as determined by the Town Staff and Town Council, including recommendations on use of debt vs. equity.

**2B. – Utility Enterprise Fund Specific**

In addition to the above outlined deliverables for the General Fund, the following written deliverables would also be provided:

- Development of a Pro-Forma Budget Model that includes both operational and capital components. This model will be based upon a multi-year trend analysis so that the Town's Enterprise Fund can be evaluated with a historic perspective of the year-to-year changes in operational costs, operational revenues, etc;
- Evaluate future rate adjustments based upon the need to fully fund the various capital projects identified over the next 5-10 years as well as projected operational costs;
- Provide a Peer Comparison of utility fees and charges; and,
- Prepare an initial Plan of Finance for meeting the identified capital requests, as determined by Town Staff and Town Council including recommendations on use of debt versus equity and other potential funding sources.

## **2C. Advice Regarding Investment of Town Funds**

In concert with our work related to 2A and 2B, Davenport would also compile the background information required to develop initial investment strategies for town funds. Included in this work would be a review of the Town's existing investment portfolio, development of a series of investment Policies and Procedures in order to safeguard the Town's resources, review of the Town's cash-flow timing, and recommendations related to suitable investments, including opportunities to improve the portfolio's performance. Davenport's strategy with regard to our governmental investment management clients is not to invest the monies ourselves. Rather, we would develop a plan/program for the Town, and the actual purchase of securities would be done via a competitive bidding process. Compensation for ongoing assistance with Investment Management, if desired, can be discussed after preparation of the initial deliverables.

Our proposal is that, for a not-to-exceed \$20,000 in compensation, we would provide for all 2A, 2B and 2C of the written deliverables outlined above at the August Finance Committee meeting:

*Why is it important to develop a multi-year plan for the Town versus looking at the Town's finances one year at a time?*

**Answer:** Our proposed scope of services will provide both a short-term series of recommendations, including investment of funds, and long-term recommendations on how to maintain the Town's currently strong financial position. Were the Town not to take a multi-year view and instead focus simply on a year-to-year outlook it could be setting itself up for particularly difficult decisions in subsequent fiscal years.

This is perhaps best illustrated by the Utility Enterprise Fund. The projected Utility Enterprise Fund short-fall of nearly \$1.2 million in fiscal year 2012 is significant in terms of dollars and the majority of the projected short-fall appears to be capital related. If this short-fall came to fruition the Town appears to have other adequate reserves (all else being equal) to maintain its financial footing for in a future year but the margin for error would be significantly reduced. If another year passed with a similar result, the impact would begin to compound and threaten the financial stability of the Town. This trend could quickly reverse the Town's currently strong financial standing and result in the need for severe rate increases in order to stabilize the Town's financial standing. Instead, the Town would be wise to take a longer-term, multi-year approach and considering reducing/eliminating the projected short-fall and by spreading the cost of capital projects over a multi-year period.

## **3. Execution of Utility and General Fund Plan of Finance**

Following our presentation(s) to the Finance Committee and full Town Council, the Town will have the ability to move forward with Davenport and execute any recommended plans if you so desire. That said, the Town is not required to do so. We would propose that our fee at that time be commensurate with our historic fee(s) for a

transaction(s) which is roughly \$15,000 to \$20,000 depending upon the complexity and time involved. Again, this would only be incurred with a follow-up agreement/approval of the Town and a more in depth Scope of Services.

All our best,

A handwritten signature in black ink, appearing to read 'D. Rose', with a stylized flourish at the end.

David P. Rose  
Senior Vice President  
Manager of Public Finance

Cc: Tobie Shelton, Town Treasurer, Town of Altavista, Virginia

Kyle Laux, Vice President, Davenport & Company LLC

## **Davenport & Company LLC**

### Public Finance References

Town of Abingdon	Greg Kelly, Town Manager	(276) 628-3167
Town of Blacksburg	Mark Verniel, Town Manager	(540) 961-1130
Town of Chilhowie	Bill Boswell, Town Manager	(276) 646-3232
<b>Town of Culpeper*</b>	<b>Jeff Muzzy, Town Manager</b>	<b>(540) 829-8251</b>
	<b>Chip Coleman, Town Mayor</b>	<b>(540) 825-4119</b>
Town of Farmville	Gerald Spates, Town Manager	(434) 392-5686
Town of Hillsville	Larry South, Town Manager	(540) 829-8251
<b>Town of Leesburg*</b>	<b>John Wells, Town Manager</b>	<b>(703) 771-2700</b>
	<b>Kristen Umstattd, Town Mayor</b>	<b>(703) 777-2420</b>
<b>Town of Purcellville*</b>	<b>Rob Lohr, Town Manager</b>	<b>(540) 338-7092</b>
	<b>Bob Lazaro, Town Mayor</b>	<b>(540) 338-7421</b>
Town of Vienna	Mercury Payton, Town Manager	(703) 255-6371
Albemarle County	Tom Foley, County Administrator	(434) 296-5841
Appomattox County	Aileen Ferguson, County Administrator	(434) 352-2637
Bedford County	Kathleen Guzi, County Administrator	(540) 586-7601
Buckingham County	Becky Carter, County Administrator	(434) 969-4242
Franklin County	Rick Huff, County Administrator	(540) 483-3030
Nelson County	Steve Carter, County Administrator	(434) 263-7000
Pittsylvania County	Dan Sleeper, County Administrator	(434) 432-7710
City of Danville	Barbara Dameron, Finance Director	(434) 799-5185
City of Falls Church	Richard La Condre, Finance Director	(703) 248-5120
CCUSA	Mike Damron, Administrator	(434) 239-8654

\*Services rendered are similar to those recommended for the Town of Altavista.

**F. Drug-Free Workplace.**

During the performance of this contract, the Offeror agrees to (i) provide a drug-free workplace for the Offeror's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Offeror's workplace and specifying the actions that will be taken against employees for violations for such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Offeror that the Offeror maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection this contract by the Offeror, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of this contract.

VRA does not discriminate on the basis of race, color, religion, sex, age, national origin, familial status, handicap or disability. VRA does not discriminate against faith-based organizations.

VRA strongly encourages Small, Women, and/or Minority-owned (SWAM) firms to respond.

**VI. Additional Users.**

Under the authority of the **Code of Virginia 2.2-4304, Cooperative Procurement**, it is the intent of this solicitation and resulting contract(s) to allow for cooperative purchasing by any Public Body of the Commonwealth of Virginia.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Offeror(s), the resultant contract(s) will be extended to any Public Body to purchase at contract prices in accordance with contract terms. The Offeror(s) shall notify the Virginia Resources Authority in writing of any such Public Body accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Offeror(s) will provide semi-annual usage reports for any Public Body accessing the contract. Any participating Public Body shall place their own orders directly with the Offeror(s) and shall fully and independently administer their use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the Virginia Resources Authority. The Virginia Resources Authority shall not be held liable for any costs or damages incurred by any other participating Public Body as a result of any authorization by the Offeror to extend the contract. It is understood and agreed that the Virginia Resources Authority is not responsible for

the acts and omissions of any Public Body and will not be considered in default of the Agreement no matter the circumstances.

Use of this contract(s) does not preclude any participating Public Body from using other contracts or competitive processes as required by law.



## Altavista Area Chamber of Commerce

Agenda Item  
8 b) iv

### Update to Town Council – July 12, 2011

#### 1. Uncle Billy's Day Festival

The Chamber of Commerce was proud to sponsor the UBD 62<sup>nd</sup> celebration this year. On the behalf of the entire Chamber and Board of Directors, we thank the Town of Altavista and its many employees who helped us make it a huge success. We experienced excellent working relations with all departments involved. Your kind support enabled us to not only have a great event for everyone to enjoy, also a worthwhile endeavor for the Chamber.

- We had 40 craft and commercial vendors who offered an excellent variety from pottery, quilts, jewelry, baskets, dried flower wreaths and arrangements to name a few. We even had a new author from Mississippi who had just won a national award selling his publication.
- 18 food vendors came offering a wide array of interesting food selection. We had crab cakes, Greek & Asian, barbeque, ice cream, fresh lemonade to name a few.

Vendors came from various locations in Virginia, North Carolina, West Virginia, Florida, Mississippi and Georgia. Many of them had never been here before. We surveyed the vendors and were rated highly as festival organizers. Many said they will come back next year. Most vendors were surprised to learn that this was a free festival and were pleased.

- In addition to the carnival and regular kids rides, we provided the following entertainment:

Live music performances by Kings, Amber Collins, Worx  
Texaco Country Showdown competition  
Appalachian Hoedown Cloggers  
Magic Shows  
Story Teller Story Hour

- We outsourced several aspects to other organizations in the community and afforded them an opportunity to generate some revenue. They were:

Altavista Arts Council  
Altavista Fire Department  
AOT  
Hurt Fire Department  
Altavista Cross Country Team  
Staunton River Woman's Club  
Civil Defense Force



**2. Entrepreneur Express, August 16, Train Station, 5:30 – 8:00 pm**

Partnering with the Virginia Department of Business Assistance, this workshop is open to all interested current business owners or individuals thinking about starting a business, to get free business information on ideas about how to grow your business, marketing strategy, financing/managing resources, how to start & operate a business.

This is a series of free workshops offered throughout Virginia that provide interactive discussions and exercises covering elements of business practices.

**3. Community Coupon Page on Chamber Web Site**

Chamber Members may submit discount savings in coupon form to be placed on our web site. This encourages people to shop at our Chamber Members. The general public has access to the coupon savings and can redeem them as they like. These coupons can be found on our home page listed under community coupon.

**4. Town Map**

We plan to reprint the map of Altavista this year. It will include a directory of Chamber Members by business category. It will include the history, overview of recreation, and local business will be able to advertise on the map. The last printing we had was in 2008 and we have almost depleted our supply.

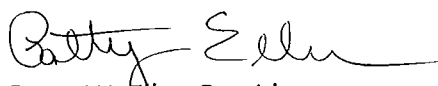
**5. Newcomers & Visitors Guide**

The Chamber partners with the Altavista Journal who publishes the guide for all newcomers and visitors. The Chamber Membership Directory is included in the Guide and Chamber Members get a discount if they advertise in it. The Chamber helps with distribution of this Guide as well.

The Chamber of Commerce has served this community for many years as the first place visitors come to find information regarding the area. This Guide is one of the many pieces of information we give them in addition to the many business cards and brochures that we have. We have walk in visitors as well as calls from other locations where individuals or businesses are inquiring about our town.

Chamber of Commerce offices in all communities are the first go-to place to learn about a locality. We are proud to provide this service to the Altavista area.

Respectfully Submitted By:



Patty W. Eller, President  
Altavista Area Chamber of Commerce

## Town Council Agenda Form

### Agenda Placement: **Unfinished Business**

(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

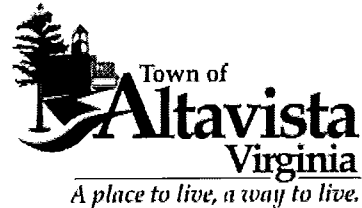
### Other Action to be Taken: **N/A**

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

Subject Title: **Zoning Ordinance Update**

Presenter(s): **Town Manager**

Meeting Date: **July 12, 2011**



Packet: **Tab 7**

RE: **Agenda Item: 9a**

### SUBJECT HIGHLIGHTS:

For the past several months, Council has been reviewing the draft Zoning Ordinance update that the Planning Commission has recommended for approval. Council has asked staff to establish a date for a work session with the Planning Commission to review the document.

Staff would ask that Council members provide any issues/concerns that they may have about the document, so that those can be reviewed and comments or alternatives can be provided. Please provide these issues/concerns to the Town Manager either in writing or via email at [jwcoggsdale@ci.altavista.va.us](mailto:jwcoggsdale@ci.altavista.va.us).

The joint work session with the Planning Commission has been scheduled for Tuesday, August 16, 2011 at 5:00 p.m. in Council's Chambers of Town Hall. Following the Work Session, the Council can continue their process until they feel the document is ready for public hearing.

### Action(s) requested or suggested motion(s):

*Establish Tuesday, August 16, 2011 as a meeting date for the Altavista Town Council.*

### Possible Action and/or Motion

Per discussion

## Town Council Agenda Form

### Agenda Placement: **Unfinished Business**

(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

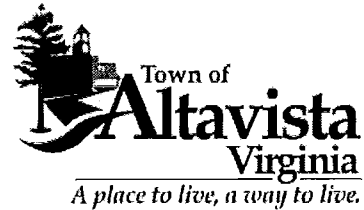
### **Other Action to be Taken: N/A**

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

**Subject Title:** Pittsylvania Avenue intersection project

**Presenter(s):** Town Manager

**Meeting Date:** July 12, 2011



**Packet:** Tab 7

**RE: Agenda Item:** 9b

### **SUBJECT HIGHLIGHTS:**

Staff has continued to meet and correspond with VDOT about the Pittsylvania Avenue intersection project. Attached is an estimated budget for the project.

Based on projected budget the project has a deficit of \$36,520. Staff has been in contact with Senator Stanley's office in regard to additional state funding.

Attached is a Task Order from Wiley/Wilson for engineering services related to the project.

**Attachment:** Budget (below)  
Wiley/Wilson Task Order No.7 (below)

### **Action(s) requested or suggested motion(s):**

Approval of Wiley/Wilson Task Order No. 7 in regard to the Pittsylvania Avenue Intersection Improvements.

### **Possible Action and/or Motion**

"I move that Wiley/Wilson Task Order No. 7 in regard to the Pittsylvania Avenue Intersection Improvements be approved in the amount of \$63,200."

## Pittsylvania Avenue Intersection Improvement Project

Estimated Design/Construction Budget	<u>\$1,013,907</u>
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### Funding Sources

Six Year Plan Allocation (VDOT)	\$ 722,387
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Signalization Funding (VDOT)	<u>\$ 255,000</u>
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Total:	<u>\$ 977,387</u>
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Surplus/(Deficit):	<u>(\$ 36,520)</u>
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**Task Order No. 7**

In accordance with paragraph 1.01 of the Master Agreement Between Owner and Engineer for Professional Services, dated July 23, 2008 ("Agreement"), Owner and Engineer agree as follows:

**Specific Project Data**

A. Title: Town of Altavista, Virginia, Locally Administered Project – Intersection of Main Street and Pittsylvania Avenue.

B. Description: Preliminary Engineering, Signal Design, Right of Way Authorization, Advertisement/Construction Administration, and Award Authorization for improvements to the intersection of Main Street and Pittsylvania Avenue.

**1. Services of Engineer**

The Services of the Engineer are based on the Federal-aid Project Checklist (Appendix 9-A of the VDOT Locally Administered Project Manual). The Engineer will perform the following tasks from the checklist. The Town and/or VDOT will perform all other tasks on the checklist.

**A. Preliminary Engineering Phase**

- a. PCES Estimates Update every 90 days during Project Development.
- b. Project Scoping Report.
- c. Right of Way Plats (Up to five).
- d. 30% Plan Submittal.
- e. 60% Plan Submittal.
- f. Public Hearing/Posting of Willingness (Assist the Town).

**B. Signal Design**

- a. Design of traffic signals and controls.

**C. Right of Way Phase**

- a. Submit Final RW Plans, Cost Estimate including breakdown of Utilities, and Title Sheet.
- b. Complete RW and Utilities Checklist, RW-301.
- c. Final QA/QC on plans prior to submittal to VDOT for Advertisement Authorization.

**D. Advertisement/Construction Phase**

- a. Utility Relocation coordination with VDOT.
- b. Final Plan, Specifications and Estimates Submitted for VDOT Approval DBE Goals.
- c. IFB and Contract Documents.
- d. Publically Advertise Project/Federal-aid Contracts must use VDOT Pre-Qualified Vendors (Assist the Town).
- e. Public Opening of Bid/Bid Tabulation/Evaluation of DBE Goals (good faith efforts).
- f. Federal Criteria for Award Certification.
- g. Contract Award Information Submitted to VDOT for Concurrence to Award.

**E. Award Phase**

- a. Preconstruction Conference.
- b. Materials Certification/Project Records.
- c. Construction Site Visits (2 per Month).

- d. Change Orders Submitted for Approval.
- e. Final Inspection Reports.
- f. Notification of Project Completion.
- g. Final Acceptance Inspection (with the Town).
- h. C-5 Submitted/Project Closed (Prepare for the Town to submit).

2. **Owner's Responsibilities**

Exhibit B of the Master Agreement and items on the Federal-aid Project Checklist not performed by VDOT or Wiley/Wilson.

3. **Times for Rendering Services**

<u>Phase</u>	<u>Completion Date</u>
Preliminary Engineering	Within 6 months of Written Authorization
Signal Design	Within 9 months of Written Authorization
Right of Way	Within 9 months of Written Authorization
Advertisement/Construction	Within 12 months of Written Authorization
Award	Within 10 months of Receipt of Bids

The times for all Phases are based upon timely review of submittals by the Town and VDOT.

4. **Payments to Engineer**

**A. Method(s) of Payment by Phases**

Owner shall pay Engineer for services within each phase as follows:

Phase	Method of Payment	
	Basic Services	Additional Services
Preliminary Engineering	Lump Sum	Hourly per Exhibit C Rate Schedules as adjusted per Article C4.02B.6 of the Master Agreement
Signal Design	Lump Sum	Hourly per Exhibit C Rate Schedules as adjusted per Article C4.02B.6 of the Master Agreement
Right of Way	Lump Sum	Hourly per Exhibit C Rate Schedules as adjusted per Article C4.02B.6 of the Master Agreement
Advertisement/Construction	Lump Sum	Hourly per Exhibit C Rate Schedules as adjusted per Article C4.02B.6 of the Master Agreement
Award	Lump Sum	Hourly per Exhibit C Rate Schedules as adjusted per Article C4.02B.6 of the Master Agreement

This is Task Order No. 7, consisting of 4 pages

**B. For Method of Payment A, Lump Sum**

63,200 JWC

The total compensation for services identified under Paragraph 1 of the Task Order is estimated to be ~~\$79,200.00~~, based on the following assumed distribution:

Phase	Estimated Compensation
Preliminary Engineering	\$24,400.00
Signal Design	<del>\$18,000.00</del> 2,000 JWC
Right of Way	\$13,000.00
Advertisement/Construction	\$12,300.00
Award	\$11,500.00
TOTAL	<del>\$79,200.00</del> 63,200 JWC

1. Compensation for the above phases is based on the project being combined with Streetscape Project No. 5, wherein the design of the improvements to the intersection of Main Street and Pittsylvania Avenue are shown on revised drawings of Project 5.
2. Compensation for the Advertisement/Construction and Award Phases is based on the LAP Project being advertised, bid, and constructed in conjunction with Streetscape Project No. 5.
3. Streetscape Projects 5 and 6 may be combined into one project. Should this occur, compensation for the above phases is based on the LAP Project being incorporated into the design of Combined Streetscape Projects 5 and 6.
4. The Signal Design may require the services of an Underground Utility Location Sub-consultant. Should this be necessary, a separate task order will be issued.
5. Consultants: Harvey Design Land Architects (Landscape Architecture) and Engineering & Planning Resources, P.C. (Signal Design).
6. Other Modifications to Master Agreement: None.
7. Attachments: VDOT Federal Aid Checklist.
8. Documents Incorporated by Reference: Master Agreement Between Owner and Engineer for Professional Services, dated July 23, 2008.

Approval and Acceptance: Approval and Acceptance of this Task Order, including the attachments listed above, shall incorporate this document as part of the Agreement. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is \_\_\_\_\_.

## Town Council Agenda Form

### Agenda Placement: **New Business**

(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

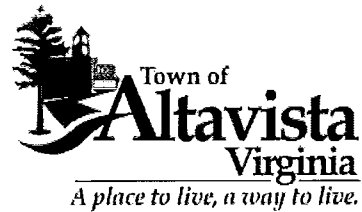
### **Other Action to be Taken: N/A**

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

**Subject Title:** Drought Ordinance

**Presenter(s):** Town Manager

**Meeting Date:** July 12, 2011



**Packet:** Tab 8

**RE: Agenda Item:** 10a

### **SUBJECT HIGHLIGHTS:**

Last month, Mike Lawless (Draper Aden Associates) made a presentation to the Town Council regarding the Regional Water Supply Plan. One component that needs to be addressed prior to adoption of the Water Supply Plan is the consideration/adoption of a Drought ordinance.

I have attached a copy of the Drought ordinance that has been supplied by Town Attorney, John Eller. This ordinance is based on the model provided.

Council may desire to forward this to a committee (Finance/Legislative) or move forward with consideration of the ordinance.

In addition Council will need to set a public hearing in either August or September in regard to the Regional Water Supply Plan.

**Attachment:** Drought ordinance – proposed (below)

### **Action(s) requested or suggested motion(s):**

Consideration of the proposed Drought ordinance.

### **Possible Action and/or Motion**

- 1) Direct to a committee; or
- 2) Review proposed ordinance and schedule a public hearing.



An Ordinance to add a new Chapter 83, consisting of Sections 83-1 through 83-13 to the Code of the Town of Altavista, 1968, relating to water conservation.

Be it ordained by the Town Council of the Town of Altavista:

1. That a new Chapter 83, consisting of Sections 83-1 through 83-13 be added to the Code of the Town of Altavista, 1968, as follows:

#### CHAPTER 83 – TOWN OF ALTAVISTA DROUGHT ORDINANCE

##### **Sec. 83-1. Authority to declare water emergencies.**

During the continued existence of climatic, hydrological and other extraordinary conditions the protection of the health, safety and welfare of the residents of the Town of Altavista may require that certain uses of water, not essential to public health, safety and welfare, be reduced, restricted or curtailed. As the shortage of raw or potable water becomes increasingly more critical, conservation measures to reduce consumption or curtail nonessential water use may be necessary.

The Town Manager is authorized to declare a water emergency in the Town restricting the use of water in any area of the Town. All water stages are built upon and require compliance with previous water stages. For example when a drought emergency is declared all provisions of a drought warning are in effect. Also the Town Manager may declare any of the three stages; they do not have to be declared sequentially.

##### **Sec. 83-2. Publication of declaration.**

Upon the declaration of a water emergency, the Town Manager shall immediately post a written notice of the emergency at the front door of the town hall and shall place a notice in a newspaper of general circulation in the area in which such emergency has been declared.

##### **Sec. 83-3. Water use considerations.**

Upon the declaration of a water shortage or emergency, the Town Manager is authorized and directed to implement conservation measures by ordering the restricted use or absolute curtailment of the use of water for certain nonessential purposes for the duration of the water shortage or emergency in the manner hereinafter set out. In exercising this discretionary authority, and making the determinations set forth hereof, the Town Manager shall give the consideration to water levels, available/usable storage on hand, draw down rates and the projected supply capability; system purification and pumping capacity; daily water consumption and consumption projections of the system's customers; prevailing and forecast weather conditions; fire service requirements; pipeline conditions including breakages, stoppages and leaks; supplementary source data; estimates of minimum essential supplies to preserve public health and safety and such other data pertinent to the past, current and projected water demands.

**Sec. 83-4. Limitation of restrictions.**

The provisions of this article shall not apply to any governmental activity, institution, business or industry which shall be declared by the Town Manager, upon a proper showing, to be necessary for the public health, safety and welfare or the prevention of severe economic hardship or the substantial loss of employment. Any activity, institution, business or industry aggrieved by the finding of the Town Manager may appeal that decision to the Town Council.

**Sec. 83-5. Water conservation measures.**

Upon a determination by the Town Manager of the existence of the following conditions, the Town Manager shall take the following actions that shall apply to any person whose water supply is furnished from the public water system:

(a) Drought Watch: When moderate but limited supplies of water are available and a drought watch is declared in accordance with the Drought Response and Contingency Plan, the Town Manager shall, through appropriate means, call upon the general population to employ prudent restraint in water usage, and to conserve water voluntarily by whatever methods available.

(b) Drought Warning: When very limited supplies of water are available and a drought warning is declared in accordance with the Drought Response and Contingency Plan, the Town Manager shall order curtailment of less essential usages of water, including, but not limited to, one or more of the following:

(1) The watering of shrubbery, trees, lawns, grass, plants, or any other vegetation, except indoor plantings, greenhouse or nursery stocks and except limited watering for new lawns and watering by commercial nurseries of freshly planted plants upon planting and once a week for five (5) weeks following planting. Athletic fields are also exempt but shall only be watered to match the evaporation-transpiration rate. In all cases where the above exceptions apply, the watering is not to occur between the hours of 8:00 a.m. and 8:00 p.m. Watering with buckets that have a capacity of five (5) or fewer gallons is permitted at any time.

(2) The washing of automobiles, trucks, trailers, boats, buses, airplanes, or any other type of mobile equipment, except in facilities operating with a water recycling system. The facility shall post a notice in public view that a recycling system is in operation. Exceptions are for vector trucks, refuse trucks, septage haulers and buses. Other exceptions must be approved by the director of utilities or a designee and be demonstrated to be necessary for health and safety purposes.

(3) The washing of sidewalks, streets, driveways, parking lots, service stations aprons, office buildings, exteriors of homes or apartments, or other outdoor surfaces, unless the use is approved by the director of utilities for health and safety.

(4) The operation of any ornamental fountain or other structure making a similar use of water.

(5) The use of water from fire hydrants for any purpose other than fire suppression unless the use has been approved by the Town.

(6) Water service lines from the meter box to the home or structure

shall be maintained and have no visible leaks.

(7) Restaurants may serve water to customers only upon request.

(c) Drought Emergency: When critically limited supplies of water are available and a drought emergency is declared in accordance with the Drought Response and Contingency Plan, the Town Manager shall institute a water surcharge on each residential and commercial customer as follows:

*Surcharge. The maximum allowable water use at the prevailing rate will be the average water billed in November through April of the previous year. The actual water use will be recorded for each month and the sum divided by the number of months. The result is the allowable water use in hcf. The result will be rounded down to the nearest whole hcf. This is the maximum amount of water use that will be allowed at the prevailing rate in hcf and is termed the base amount. Use of water over this amount is subject to a surcharge of twenty-five percent (25%) up to one hundred percent (100%). The surcharge is calculated by subtracting the base amount from the actual water use and the remaining hcf is multiplied by the prevailing water rate multiplied by as an example 1.25. The total water portion of the bill is the base amount times the prevailing rate, the amount in excess of the base amount at the surcharge rate plus other applicable fees. For accounts less than one year old the base amount is fixed at 11 hcf. Failure to pay the full amount of the bill, when due, can result in water service termination. A fifty dollar (\$50.00) charge will be collected prior to service reconnection.*

When crucially limited supplies of water are available, the Town Manager shall restrict the use of water to purposes which are absolutely essential to life, health and safety.

***IF SURCHARGE NOT DESIRED: ALTERNATIVE TO SURCHARGE PARAGRAPH:***

(c) Drought Emergency: When a drought emergency is declared in accordance with the Drought Response and Contingency Plan, the Town Manager shall restrict the use of water to purposes which are absolutely essential to life, health and safety.

**Sec. 83-6. Penalty and enforcement.**

(a) Any person who violates any provision of this article shall be subject to the following civil penalties:

(1) For the first offense, violators shall receive a written warning delivered in person or posted by a representative of the Town.

(2) For the second offense, violators shall be fined fifty dollars (\$50.00), the fine to be imposed on the violator's next water bill. ~~or in the case of violators not on the public water system, in a written notice.~~

(3) For the third and each subsequent offense, violators shall be fined one hundred dollars (\$100.00) for each offense, the fine to be imposed on the violator's next water bill. ~~or in the case of violators not on the public water system, in a written notice.~~

(4) Each violation by a person shall be counted as a separate violation by that person, irrespective of the location at which the violation occurs.

(5) The Town Manager may suspend water service to any person

continuing to violate the provisions of this article or the regulations promulgated thereunder. If such water service is terminated, the person shall pay a reconnection fee of fifty (\$50.00) before service is restored.

(b) Persons who have been assessed a penalty shall have the right to challenge the assessment by providing a written notice to the Town Manager within ten (10) days of the date of the assessment of the penalty. The Town Manager or his designee shall determine whether the penalty was properly assessed and notify the complaining person in writing of his determination.

(c) The Town Manager or his designee may waive the penalty if he determines that the violation occurred due to no fault of the person.

#### **Sec. 83-7. Notification of end of water emergency.**

The Town Manager shall notify the Town Council when, in his opinion, the water emergency situation no longer exists. Upon concurrence of the Town Council, the water emergency shall be declared to have ended. When this declaration is made, the information shall be conveyed to the general public through the news media.

#### **Sec. 83-8. Town of Altavista.**

The Town of Altavista owns and operates a public water supply using intakes along the Staunton River and Reed Creek, as well as two springs, McMinnis Spring and Reynolds Spring. Drought conditions will be monitored by stream flow. The Roanoke (Staunton) River stream flow gauge (USGS Station No. 02060500) located near the Town of Altavista will be used to monitor stream flow responses to drought conditions. Representative daily stream flow values will be compared with historic flow statistics for the period of record. Representative daily stream flows above the 25<sup>th</sup> percentile for return flow frequency will be defined as normal conditions. A stream flow that represents the 25<sup>th</sup> percentile of return flow frequency indicates that, for the period of record, 75% of stream flows have exceeded the current flow.

#### **Sec. 83-9. Drought Declaration and Notice.**

In the event of the onset of drought conditions, the Town is given the right to declare the appropriate drought response stage in the Town in accordance with Virginia Code Sec. 15.2-923, Local water-saving ordinances. In declaring a drought, the Town will run an item in a newspaper of general circulation in the area in which such a drought response stage is declared. Public notice of water use restrictions will be published in the Altavista Journal for a period of once per week during which the restrictions are in effect.

In the event that the Governor or the Virginia Drought Coordinator declares a drought emergency in a region that includes the Town of Altavista, the mandatory conservation measures detailed in Section 83-5 will be implemented upon the drought declaration, unless the governor's restrictions are more restrictive, or unless local conditions differ.

#### **Sec. 83-10. Drought Stages.**

In the Town of Altavista, there are three drought stages that are governed by

streamflow. These drought stages include drought watch, drought warning, and drought emergency. The criteria for these stages are as follows:

Table 1: Town of Altavista – Drought Stages for Staunton River

Drought Stage	Criteria
Watch	Representative daily stream flows between the 10 <sup>th</sup> and 25 <sup>th</sup> percentile for return flow frequencies
Warning	Representative daily stream flows between the 5 <sup>th</sup> and 10 <sup>th</sup> percentile for return flow frequencies
Emergency	Representative daily stream flows below the 5 <sup>th</sup> percentile for return flow frequencies

**Sec. 83-11. Drought Watch.**

The drought watch stage is intended to increase public awareness of climatic conditions that are likely to precede the occurrence of a significant drought event. When moderate but limited supplies of water are available, the Town Manager will, through appropriate means, call upon the general population to employ prudent restraint in water usage, and to conserve water voluntarily by whatever methods available.

**Sec. 83-12. Drought Warning.**

When very limited supplies of water are available and a drought warning is declared in accordance with the Drought Response and Contingency Plan, the Town Manager shall order curtailment of less essential usages of water, including, but not limited to, one or more of the following:

(a) The watering of shrubbery, trees, lawns, grass, plants, or any other vegetation, except indoor plantings, greenhouse or nursery stocks and except limited watering for new lawns and watering by commercial nurseries of freshly planted plants upon planting and once a week for five (5) weeks following planting. Athletic fields are also exempt but shall only be watered to match the evaporation-transpiration rate. In all cases where the above exceptions apply, the watering is not to occur between the hours of 8:00 a.m. and 8:00 p.m. Watering with buckets that have a capacity of five (5) or fewer gallons is permitted at any time.

(b) The washing of automobiles, trucks, trailers, boats, buses, airplanes, or any other type of mobile equipment, except in facilities operating with a water recycling system. The facility shall post a notice in public view that a recycling system is in operation. Exceptions are for vector trucks, refuse trucks, septage haulers and buses. Other exceptions must be approved by the director of utilities or a designee and be demonstrated to be necessary for health and safety purposes.

(c) The washing of sidewalks, streets, driveways, parking lots, service

stations aprons, office buildings, exteriors of homes or apartments, or other outdoor surfaces, unless the use is approved by the director of utilities for health and safety.

(d) The operation of any ornamental fountain or other structure making a similar use of water.

(e) The use of water from fire hydrants for any purpose other than fire suppression unless the use has been approved by the Town.

(f) Water service lines from the meter box to the home or structure shall be maintained and have no visible leaks.

(g) Restaurants may serve water to customers only upon request.

**Sec. 83-13. Drought Emergency.**

When a drought emergency is declared in accordance with the Drought Response and Contingency Plan, the Town Manager shall restrict the use of water to purposes which are absolutely essential to life, health and safety.

2. This Ordinance shall become effective on \_\_\_\_\_.

## Town Council Agenda Form

### Agenda Placement: **New Business**

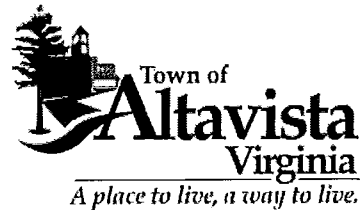
(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

### **Other Action to be Taken: N/A**

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

**Subject Title:** Nuisance Property – 14<sup>th</sup> Street

**Presenter(s):** Assistant Town Manager      **Meeting Date:** July 12, 2011



**Packet:** Tab 8

**RE: Agenda Item:** 10b

### **SUBJECT HIGHLIGHTS:**

Attached please find correspondence from Dan Witt, Assistant Town Manager, in regard to a nuisance property located at 805 14<sup>th</sup> Street.

**Attachment:** Council Report with attachments

### **Action(s) requested or suggested motion(s):**

Council declare the property a public nuisance and the owner be given 30 days to secure the building and begin work on the structural concerns.

### **Possible Action and/or Motion**

"I move that the property at 805 14<sup>th</sup> Street be declared a public nuisance in accordance with Section 34-32 of the Town Code and the owner be given 30 days to secure the building and begin work on the structural concerns as outlined in the letter dated June 10, 2011."

## Council Report

July 12, 2011

Dan Witt, Assistant Town Manager

**Regarding Property:** Nuisance Property at 805 14<sup>th</sup> Street      **Parcel ID Number:** 83A-11-80-11

**Owner:** Clinton and Jeanette Stepney (deceased)  
301 Lambs Church Rd.  
Altavista, VA 24517  
C/O: Cilla Brown

### **Overview:**

Staff has been dealing with this property for several years because of grass violations and a continued deterioration of the condition of the home. The attached two notices were mailed to the address listed above. The first notice was for a grass violation and the second notice was for 'Intent to Declare a Public Nuisance.' The responsible party did not respond to either notice: the notices were delivered on June 11, 2011. On June 27<sup>th</sup> staff contracted to have the grass mowed and the yard cleaned to meet our ordinance. The cost was \$100 plus the \$75 administrative fee. The responsible party was billed and no payment has been made.

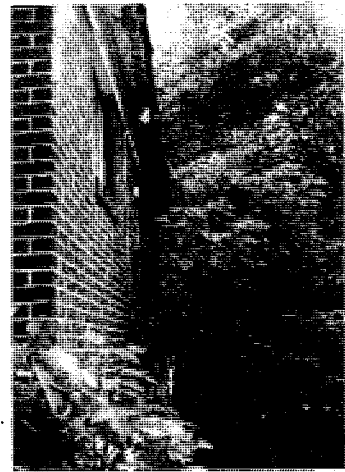
The second notice stated that the responsible party needed abate the listed notices or contact staff by July 1<sup>st</sup>. If neither was done staff would request that Town Council declare the property a public nuisance. The notice invited the responsible party to appear before Town Council at the July 12<sup>th</sup> meeting.

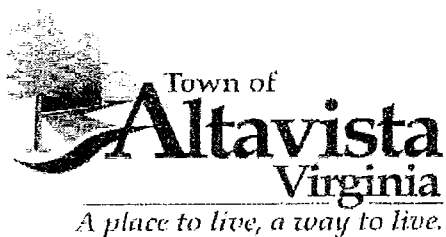
### **Request:**

*Staff requests that Town Council declare the above describe property a public nuisance. Staff believes the responsible party has had sufficient time to abate the nuisances associated with this property or to contact staff with a plan to abate the nuisances. Therefore, a reasonable time is 7 days to have the house secured and boarded up, after which time staff will contract to have this done. The responsible party has not contacted staff and the property is an apparent public nuisance and creates an eminent danger to the public as it is accessible and is not structurally sound.*









P.O. Box 420  
510 Seventh Street  
Altavista, VA 24517  
Phone (434) 369-5001  
Fax (434) 369-4369

June 10, 2011

Stepney Estate  
c/o Cilla Brown  
301 Lambs Church  
Altavista, VA 24517

**NOTICE OF INTENT TO DECLARE PUBLIC NUISANCE**

Dear Ms. Brown,

You are hereby notified that it appears that the condition of your property at 805 14<sup>th</sup> Street, Parcel 83A-11-80-11, in the Town of Altavista constitutes a public nuisance, based on Article II of Chapter 34 of the Altavista Town Code. The property located at said address is not being mowed, hedges and poison ivy are growing out of control, windows are broken out of the house, the house is open and accessible to the public, the front porch roof is structurally unsound and the gutters are falling from the house. Your property is an apparent and obvious danger to the public, which would constitute a public nuisance.

Section 34-31 (1) of the Code of the Town of Atavista (copy attached) defines a public nuisance generally as "every activity or condition that endangers life or health, obstructs the reasonable and comfortable use of property, or gives offense to the senses so as to cause a positive and material disturbance or annoyance in the use or occupation of property."

Pursuant to Section 34-32 (a & b) of the Code you are hereby notified that at the Council's regularly scheduled meeting on July 12 the Altavista Town Council will consider declaring your said property to be a public nuisance. You are requested to appear before the Council and state your position on the matter at said date and time.

If your property is declared to be a public nuisance, Town Council will give you a period of time to abate the nuisance. If you choose to absent compliance with Council's order the Town will abate the nuisance and charge the cost to you.

There are also criminal sanctions for failure to comply with an abatement order.

If you wish to abate the nuisance prior to the Town Council meeting please take the steps necessary to correct the items listed in paragraph one of this notice.

- Grass must be mowed and bushes trimmed within 5 days of receipt of grass notice
- House must be secured- all doors and windows. Any windows broken out must be boarded up or replaced
- Porch roof must be repaired and made structurally sound.
- Gutters must be removed or repaired.

Abatement needs to be completed prior to Friday July 1<sup>st</sup> if you are to avoid having Council consider declaring your said property to be a public nuisance. Please contact me on or before July 1<sup>st</sup> at the Altavista Town Hall so that the said property may be inspected to verify compliance.

If you have any questions regarding the measures that must be taken you may contact me at the Altavista Town Hall.

Sincerely,

A handwritten signature in cursive script, appearing to read "Daniel Witt".

Daniel Witt  
Assistant Town Manager

## **ARTICLE II. ABATEMENT OF PUBLIC NUISANCES**

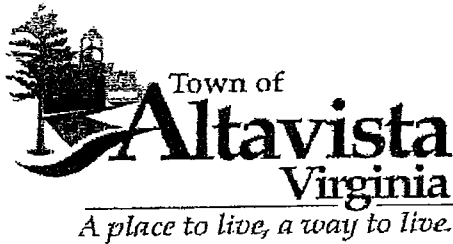
### **Sec. 34-31. Definitions.**

*Public nuisance* means:

- (1) Every activity or condition that endangers life or health, obstructs the reasonable and comfortable use of property, gives offense to the senses so as to cause a positive and material disturbance or annoyance in the use or occupation of property.

### **Sec. 34-32. Procedure.**

- (a) Every public nuisance shall be abated by the owner or occupant of the property from which the public nuisance emanates, at the expense of such owner or occupant, pursuant to the procedure set forth in this section.
- (b) Prior to declaring the activity or condition in question a public nuisance, such owner or occupant shall be afforded reasonable notice and opportunity for a hearing before town council, which shall, if necessary, specially convene for this purpose.
- (c) If, after such hearing duly held before the town council, the council finds that the activity or condition complained of is in fact a public nuisance, the town council shall give the owner or occupant a reasonable time to abate the public nuisance, taking into account the urgency of the need for abatement and the difficulty involved in abatement. Failure by the owner to abate such public nuisance within the time limit shall constitute a violation of this article and shall be punishable as prescribed in section 34-38. Upon the failure of the owner or occupant to abate such public nuisance within the time limit as established by the council, the town manager or any duly authorized agent of the town may abate such public nuisance by whatever means are deemed reasonable and necessary by the town manager.
- (d) Should any public nuisance be of such a nature as to pose an immediate threat to the health or safety of the public, such public nuisance shall be abated immediately by the owner or occupant of the property from which such public nuisance emanates or arises. If such public nuisance is of such a serious and immediate nature as to pose an imminent threat to the health and safety of the community or any part thereof, or should such public nuisance fall within the legal classification of a public nuisance per se, or a public nuisance in fact, the town manager or other duly authorized agent of the town shall cause the town police to serve notice upon the owner or occupant of the property from which the public nuisance emanates to abate such public nuisance within such period as the town manager deems expedient for public health and safety. If such owner fails to abate such public nuisance, the town manager or duly authorized agent may take immediate and summary action to abate such public nuisance to the extent that the imminence and the seriousness of such public nuisance are reasonably reduced to a safe level. In this case, the right to notice and hearing to the owner or occupant of property from which such public nuisance emanates or arises shall be afforded such owner as soon after such public nuisance is abated as is possible. The council shall at the hearing render a decision as to the permanent abatement of such public nuisance, and such decision shall be implemented in the same manner as set forth in subsection (c) of this section.
- (e) Any decision of town council with regards to a public nuisance after such notice and hearing shall be subject to judicial review by the county circuit court upon appeal to such court.  
(Code 1968, § 8-15)



P.O. Box 420  
510 Seventh Street  
Altavista, VA 24517  
Phone (434) 369-5001  
Fax (434) 369-4369

### NOTICE OF VIOLATION

You are hereby notified that your property located at 805 14<sup>th</sup> St.;

Parcel ID 83A-11-80-11 is in violation of Section 62-151 of the Town's Ordinance.

#### *Sec. 62-151. Weed control.*

(a) Weeds shall mean any plant, grass, or other vegetation of **uncontrolled growth over 12 inches high**, other than trees, shrubbery, agricultural plants, or flowering landscaping with controlled growth, and excluding there from the following:

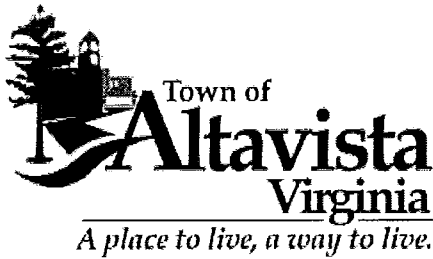
- (1) Growth located on banks of continually flowing streams.
- (2) Natural and undisturbed slopes of a vertical angle of 30 degrees or greater.
- (3) Cliffs, bluffs, ravines, and other similar areas with vegetation foliage.
- (4) Natural and undisturbed wooded areas.

(b) It shall constitute a public nuisance for an **owner or occupant** of any property in the town to permit weeds to grow thereon within 50 feet of a residential, commercial or industrial structure designed and constructed for human occupancy or within such distance of such structure on the public right-of-way between such property bordering on a public street and the curb line or pavement edge of the street.

It shall constitute a public nuisance for an owner of vacant, developed or undeveloped property in the town, including such property upon which buildings or other improvements are located, to permit weeds as defined in subsection (a) above to grow thereon.

(c) It shall be unlawful for any owner or occupant of a property in the town to cause or allow a public nuisance as described in this section to exist with respect to such property or such area of public right-of-way. An owner or occupant of such a property shall abate any such public nuisance on said property and where required on any public right-of-way bordering such property.

(d) Upon determination by the town manager, or his designee, that there exists on any property within the town, including the area between such land or premises and the curb line, any weeds as defined in subsection (a) above constituting a public nuisance under the provisions of subsection (b) above, notice shall be served on the owner of such property or his agent, or on the occupant thereof, or both, to cause **such weeds to be cut and removed from such property within five days from the date of delivery of such notice**. Such notice shall state that if such owner fails to cut and remove said weeds by the time specified the town may do so and in such event said owner will be charged with the expense thereof including an administrative fee of \$75.00.



## **PROJECT UPDATE – For Month of June 2011**

### **VDOT Enhancement Project and Downtown Utility Replacement Project**

- Sewer, Storm and Water are all ahead of schedule.
- Substantial Completion – December 21, 2011
- Final Completion – January 21, 2012
- Contractor feels confident that project can be finished prior to the contract dates.
- Weekly meetings with business/property owners are held at 8:30 a.m. on Tuesdays at Rountrey's Hardware.
- Sidewalk and new curb have been installed on the south side of Campbell Avenue from the alley to Main Street. (This addressed a very high curb to pavement issue.)

### **Highway Improvement Projects**

- Design work is being conducted for the Amherst Avenue (9<sup>th</sup> to Main) and the Broad Street (9<sup>th</sup> to Railroad).

### **Community Development Block Grant**

- Façade Improvements completed
- Streetscape (Gateway Park) completed
- Upper Story Housing
  - Work continues and should be wrapping up in the next month.
- Marketing
  - Way finding signage installed.
  - Kiosk installed
- Compliance review conducted by DHCD on Friday, June 4<sup>th</sup>.
- Extension requested and granted until August 11<sup>th</sup>.

### **WWTP Emergency Overflow Pond**

- Monitoring Well Sampling report has been forwarded to DEQ for their review.
- Second EOP sludge sample has been drawn by the consultant and have been received.

# Departmental Reports

(Ctrl + Click on hyperlink to open)

## ADMINISTRATION

### Community Development

### WWTP Report

### Water Dept Report

### Police Department

### Public Works Report

### Transit Report

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## ADMINISTRATION

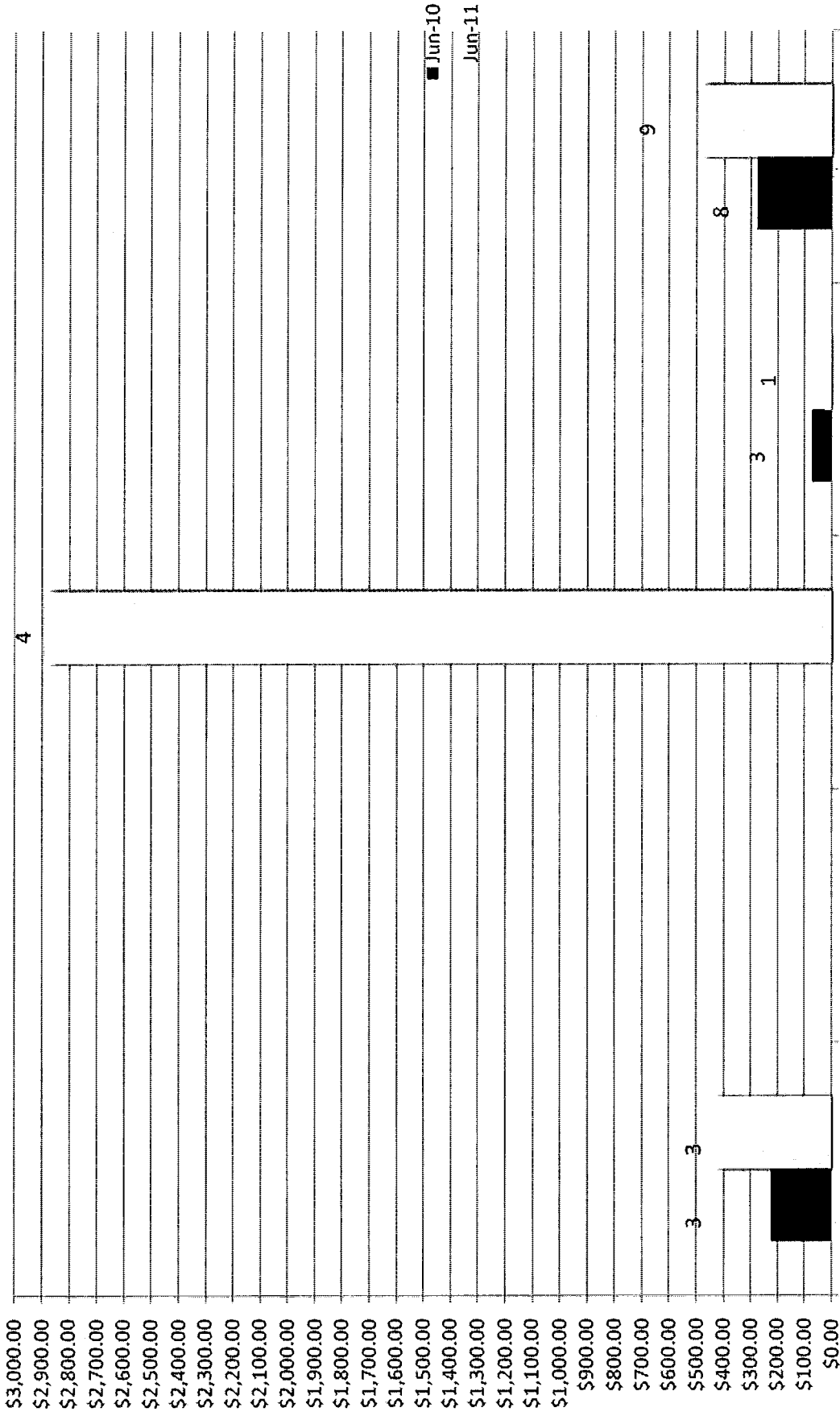
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### CREDIT CARD PAYMENTS JUNE 2011

<u>TYPE OF PAYMENT</u>	<u>NO. OF PAYMENTS</u>	<u>TOTAL AMOUNT</u>
Utilities	1	\$ 33.35
Taxes	2	\$ 111.00



# ADMINISTRATION



Booker Building Rental

Green Hill Cemetery Plots

Opening/Closing Graves

Shreve Park Pavilion Rentals English Park Pavilion Rentals

## Monthly Report to Council

**Date:** July 12, 2011  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** June 2011 Monthly Report

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### 1. Zoning/Code Related Matters:

7-Jun	035-11	Kim Moyers, 1816 Sunset Drive	Home Occupation- Life Coaching, office
27-Jun	036-11	Craig Amo, 906 Broad St.	10'x12' green house in back yard

### 2. Site Plans Reviewed and/or Approved:

- None

### 3. Planning Commission (PC) Related:

- Drafted minutes for June meeting.
- July 5<sup>th</sup> meeting was canceled- no meeting necessary.

### 4. AOT Related

- Attended Monthly Board meeting
- Attended 2 Design Committee meetings and worked on draft parking recommendations for the Town Manager

### 5. Projects and Administrative Related:

- Updated GIC as needed.
- CIP document completed and distributed.
- Assisted Morgan and Chamber of Commerce with UBD set up.
- Attended weekly construction meetings and construction progress meeting for downtown streetscape project.
- Assisted Fire and Safety with annual fire extinguisher inspections.
- Prepared PowerPoint Armory report for Councilman Jay Higginbotham and Town Council.
- Participated in interviews with Altavista Journal, News Advance, and WSET regarding the ACTS bus system.
- Completed Annual Water Report project and delivered report to post office to be mailed.
- Posted 3 surplus items from Public Works and Police Department on [www.publicsurplus.com](http://www.publicsurplus.com).

- Research started for Backflow Prevention Ordinance for town water system.
- Worked on the following ACTS items:
  - Completed May billing for operations
  - Validated daily ridership and revenue for bus system
  - Ordered brochure holders for each stop
  - Completed online May monthly reporting to DRPT as required
  - Quarterly phone conference
  - 6 month evaluations for drivers completed and met with drivers
  - Quarterly random drug screen- combined ACTS and Public Works
  - Added English Park to hourly route
- Mailed 16 grass violation notices and hired to have 1 yard mowed for noncompliance.
- Mailed two notices regarding nuisance properties. No response to date from either responsible party.
- Met with Mr. Gitchell, VEPCO, and John Tomlin regarding the relocation of a sanitary sewer line at the proposed site for the fuel storage.
- Reviewed bimonthly self-inspection documents and met with Terry Cox to review his forms and make suggestions for remedies for some items not in compliance.
- Scheduled Safety Committee Meeting for July 12<sup>th</sup>.
- Drafted memo to Town Manager regarding confined space entry policy.

# WASTEWATER JUNE 2011 SUMMARY

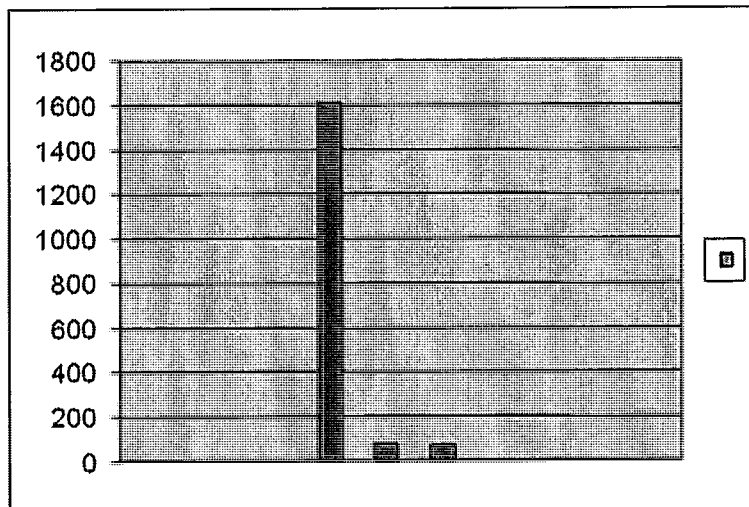
- Repaired floating aerator in basin #2
- Replaced Blower motor basin 3 & 4
- Replaced chain hoist at Main Pump Station
- Replaced floats in wet well at RVDPS
- Re-issued Industrial Discharge Permits
- Repaired NPW leak
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 189 wet tons of sludge processed
- Treated 61.01 million gallons of water

June  
2011

1610      **Man Hours Worked**

74              **Sick Leave**

72              **Vacation Hours**



## **Water Department Report**

### **June, 2011**

#### **Water Production:**

Water Plant: **56.6** million gallons of raw water treated.

Water Plant: **42.5** million gallons of finished water delivered.

Mcminnis Spring: **8.5** million gallons of finished water treated.

Mcminnis Spring: average 282,000 gallons per day and run time hours 17 a day.

Reynolds Spring: **7.4** million gallons of finished water treated.

Reynolds Spring: average 246,000 gallons per day and run time hours 14 a day.

#### **Water Purchased:**

Campbell County Utility and Service Authority:

#### **Water Sold:**

Town of Hurt

#### **Water Plant Averages for June, 2011:**

Weekday: 17.2 hrs / day of production

1,904,000 gallons treated / day

Weekends: 16.0 hrs / day of production

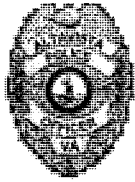
1,820,000 gallons treated / day

#### **Special Projects:**

- New employee hired.
- CCR report completed.
- Painting pipe gallery and 1<sup>st</sup>. floor continues.
- Cleaned basins.

#### **Water Plant**

- Replaced kit in Lakewood PRV.
- Working on lead and copper sampling.
- Replace finished water caustic pump.
- V.D.H. inspection.
- Replace all bleach pumps.
- Replaced raw bleach line.
- Tone board out of service for repair at Reynolds Springs.



## MONTHLY POLICE REPORT SYNOPSIS

MONTH OF JUNE, 2011

**CRIME STATISTICS** - June 1, 2011 thru June 30, 2011

### ***Crimes Against Persons***

For the Month of June, the Town of Altavista Community experienced 4 incidents or a -50.00 % decrease of Crimes Against Persons compared to 8 incidents last year during the same time duration.

- 1 Aggravated Assault
- 3 Simple Assault

### ***Property Crimes***

For the Month of June, the Town of Altavista Community experienced 9 incidents or a -18.18 % decrease of Property Crimes compared to 11 incidents last year during the same time duration.

- 2 Theft from Building
- 1 Theft from Motor Vehicle
- 1 Theft of Motor Vehicle Parts
- 3 All Other Larceny
- 2 Destruction of Property / Vandalism

**CRIME STATISTICS** - January 1, 2011 thru June 31, 2011 Y.T.D.

Year to date, the Town of Altavista experienced 25 incidents or a -35.90 % reduction of Crimes Against Persons compared to 39 incidents last year during the same time duration.

- 1 Kidnapping
- 1 Forcible Rape
- 1 Sexual Assault with Object
- 2 Forcible Fondling/ Indecent Liberties- Child



- 4 Aggravated Assaults
- 16 Simple Assaults

Year to date, the Town of Altavista experienced 79 incidents or a -17.71 % decrease of Property Crimes compared to 96 incidents last year during the same time duration.

- 5 Burglary/ B& E
- 22 Shoplifting
- 7 Theft from Building
- 2 Theft from Coin Operated Machine
- 5 Theft from Motor Vehicle
- 1 Theft of Motor Vehicle Parts
- 10 All other Larcenies
- 2 Motor Vehicle Theft
- 2 Counterfeiting
- 2 False Pretense
- 21 Destruction/ Vandalisms

**Major Crimes Statistics** *(Combining Crimes Against Persons & Property Crimes = Major Crimes)*

Month of June 2011, the Town of Altavista Community experienced 13 incidents or -31.6 % decrease in Major Crimes compared to 19 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 104 incidents or a -23.0% decrease in Major Crimes compared to 135 incidents last year during the same time duration.

The above statistics depict "Shopliftings" (primarily from Wal-Mart) and "Vandalisms/ Property Damage" as the most frequent occurrence of criminal activity the Town of Altavista is experiencing.

**CALLS FOR SERVICE** - June 1, 2011 thru June 31, 2011

The Altavista Police Department was dispatched to 345 Calls for Service or a -24% decrease compared to 453 C.F.S. last year during the same time duration.





**CALLS FOR SERVICE** - January 1, 2011 thru June 31, 2011- Y. T. D.

The Altavista Police Department was dispatched to 2035 Calls for Service or a -4% decrease compared to 2120 C. F. S. last year during the same time duration.

**CRIMINAL ARRESTS EXECUTED** - June 1, 2011 thru June 31, 2011

The A.P.D. executed 13 criminal arrests or -43% decrease compared to 23 criminal arrests last year during the same duration.

**CRIMINAL ARRESTS EXECUTED**- January 1, 2011 thru June 31, 2011 Y. T. D.

The A.P.D. executed 107 criminal arrests or -38 % decrease compared to 173 criminal arrests executed last year during the same time duration.

**TRAFFIC CITATIONS ISSUED** - June 1, 2011 thru June 31, 2011

The A.P.D. issued 31 traffic summonses or a -53 % decrease compared to 66 traffic summonses issued last year during the same time duration.

**TRAFFIC CITATIONS ISSUED** - January 1, 2011 thru June 31, 2011 Y. T. D.

The A.P.D. issued 269 traffic summonses or a 15 % increase compared to 233 traffic summonses issued last year during the same time duration.

**OFFICER OF THE MONTH – June, 2011**

Officer Earhart was the Department's Officer of the month for June 2011. During the past month, Earhart successfully investigated a several criminal cases. In addition, he issued several traffic summonses in areas where the department has received complaints. Officer Earhart is responsible for the training and deployment of the department's canine unit. He has performed all of his duties in an outstanding manner since his employment with the department.

**PERSONNEL TRAINING**

Thirty-five (35) hours of training were afforded to police personnel during the month of June 2011. Blocks of instruction pertained to the following training subjects: Canine Training, Case Law Training, ASP Baton Training, Crimes Against Children Training, and General Legal Training.



## **INVESTIGATIONS CALL OUT**

Detective Penn was called out on three (3) separate occasions to investigate crimes after normal work hours during the month of June.

## **WHAT'S NEW**

The Police Department is currently planning to partner with the Master's Inn to host a Kid's Day at their facility.

The Police Department is partnering with the Campbell County Vocational-Technical Center to host a summer law enforcement program for students in August. We will be providing instructors for this program.

Altavista Police Department participated in the Campbell County/ Senior Triad Picnic . Chief Hamilton assisted in serving food and calling out BINGO.

Altavista Police Department assisted in the fundraiser for Frannie's House at the Train Station. Chief Hamilton's Son, Brook also assisted in cleaning and serving meals from 0900 hours till 1700 hours.

Crimes Against Persons has decreased -35.90 % for this year compared to last year during the same time period. Property Crimes has decreased -17.71 % for this year compared to last year during the same time period. *Normally jurisdictions in June experience a 1%-5% decrease in crimes, if they experience any decrease in crime at all. I commend every Altavista Police Officer for their outstanding performance and dedication to duty. (Chief Clay Hamilton)*

*Information compiled for this report was taken from the Altavista Police Department's Monthly Report.*

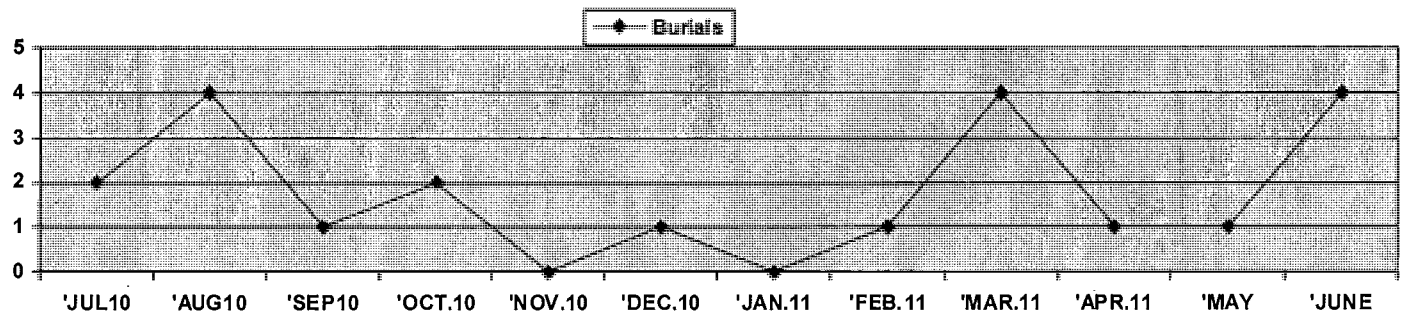
# **TOWN OF ALTAVISTA DEPARTMENT OF PUBLIC WORKS**



## **JUNE 2011 REPORT** (Submitted to Council in July 2011)

## CEMETERY

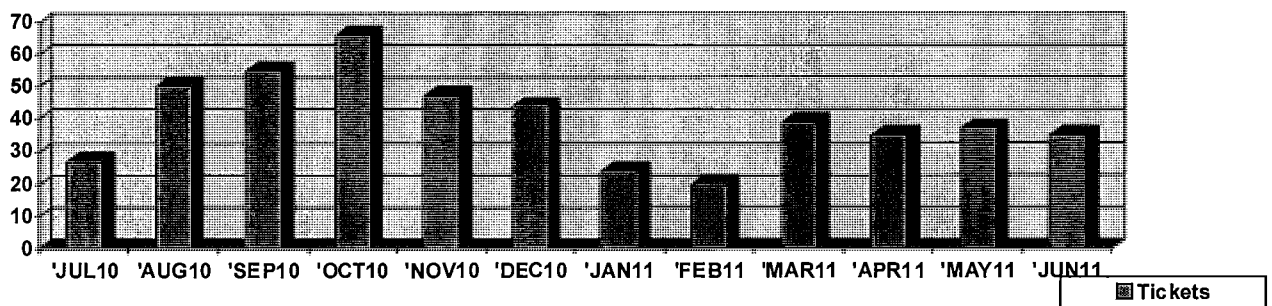
❖ BURIALS: 1



## Buildings & Grounds Maintenance

❖ PARKS: Park Duty takes place each and every weekend during this time.

❖ MISS UTILITY TICKETS (35)



## REFUSE & BRUSH & SPECIAL PICKUPS

- ❖ Total solid waste tonnage for the month 99.67 tons.
- ❖ Total brush stops for the month. (202) Stops
- ❖ Total special pickup tonnage for the month 14.03 tons. (148) Stops
- ❖ Total weekend truck tonnage for the month 1.61 tons (3) Trucks

## SEWER & WATER

- ❖ Sewer (Video): Amherst Ave. - 9<sup>th</sup> St. to 7<sup>th</sup> St. (730'), Amherst Ave. - 7<sup>th</sup> St. to Main St. (370'), Page 10 (627'), Page 14 (75', 300', 640', 376', 425' and 3 manholes).
- ❖ Sewer (Root Cutting): Page 10 (414' & 2 Manholes), Page 14 (300', 3 Manholes, 640' and 376').
- ❖ Sewer (Install Cleanout): 1411 Broad St.
- ❖ Sewer (Repair): 208 Ogden Road
- ❖ Sewer (Blockage): 1018 11<sup>th</sup> St. (560')
- ❖ Sewer (Clean): Amherst Ave. - 9<sup>th</sup> to 7<sup>th</sup> St. (730'), Amherst Ave. - 7<sup>th</sup> St. to Main St. (370'), Page 14 (3 Manholes, 300', 3 Manholes, 640', 376', 424' and 427')
- ❖ Sewer (Maintenance): WWTP, Main St. (Streetscape Project) and Amherst Ave.

Total Linear Footage (Video): 3,543' / 3 Manholes

Total Linear Footage (Root Cutting): 1,730.' / 6 Manholes

Total Linear Footage (Clean): 3,267' / 6 Manholes

Total Linear Footage (Blockage): 560'

- ❖ Water (Repair): Main St. (Streetscape Project), 325 11<sup>th</sup> St., 601 9<sup>th</sup> St., Lakewood Dr. (Water Vault), 16 Dogwood Lane, 181 Gibson Rd., 1015 11<sup>th</sup> St., WTP, 100 Forest St. Ext. and WWTP.
- ❖ Water (Maintenance): 1101 Harris St., Bedford Ave. (Water Tank) and Main St. (Streetscape Project).

## STREET MAINTENANCE

- ❖ Weekly Street Sweeping (62) Miles
- ❖ Stone Tonnage (1.68) Tons - Crusher Run Sourwood Lane (Drainage)
- ❖ Bags of Litter (56)

## TRAINING

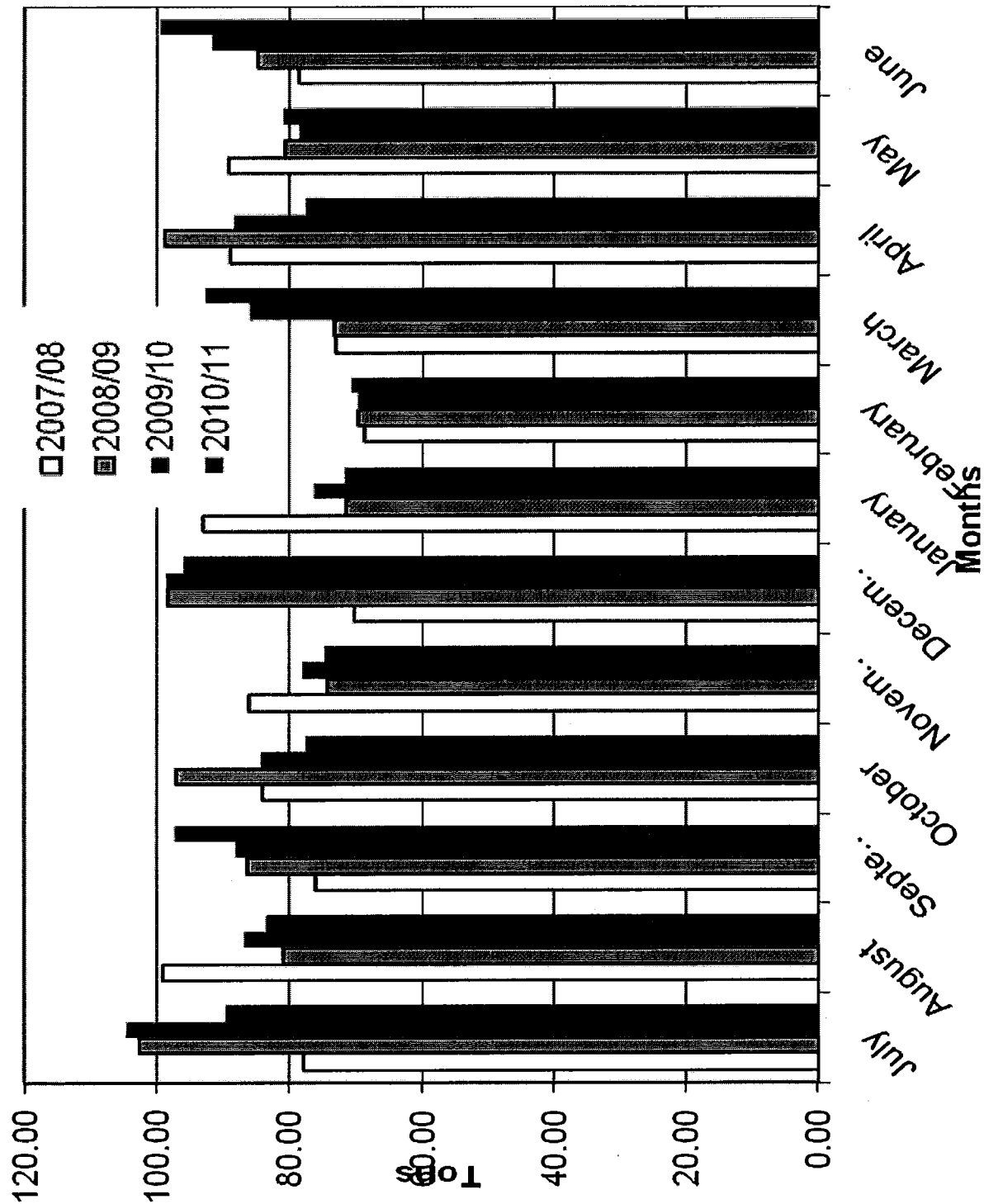
HVK Hydrant Demo – CMC Supply – Utilities Crew

EACV - Appomattox Regional Training Center

Jake Roberts, Jeff Rowland and Leonard Almond attended Harassment in work place and constructive confrontation for performance training.

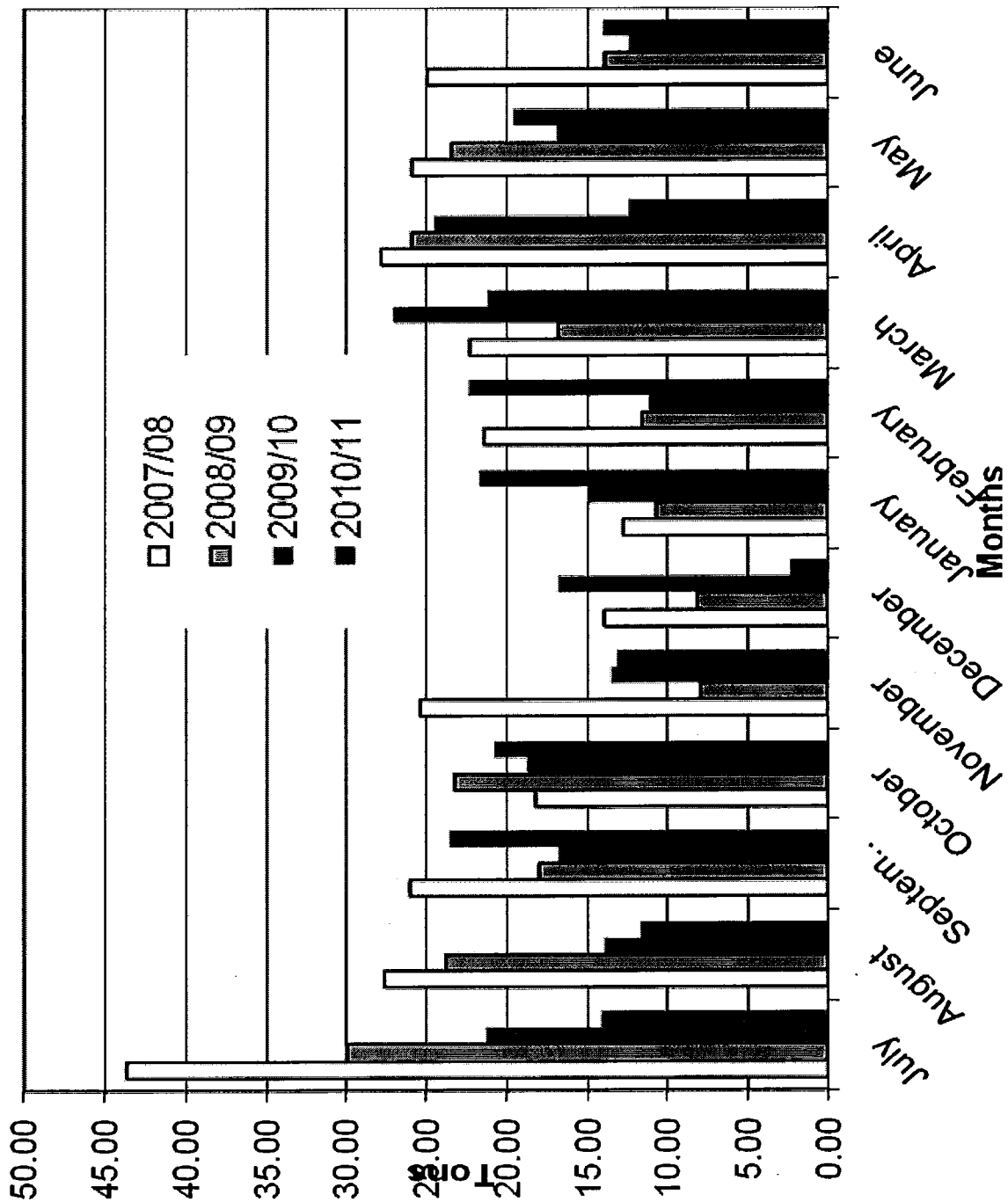


# Solid Waste Comparison

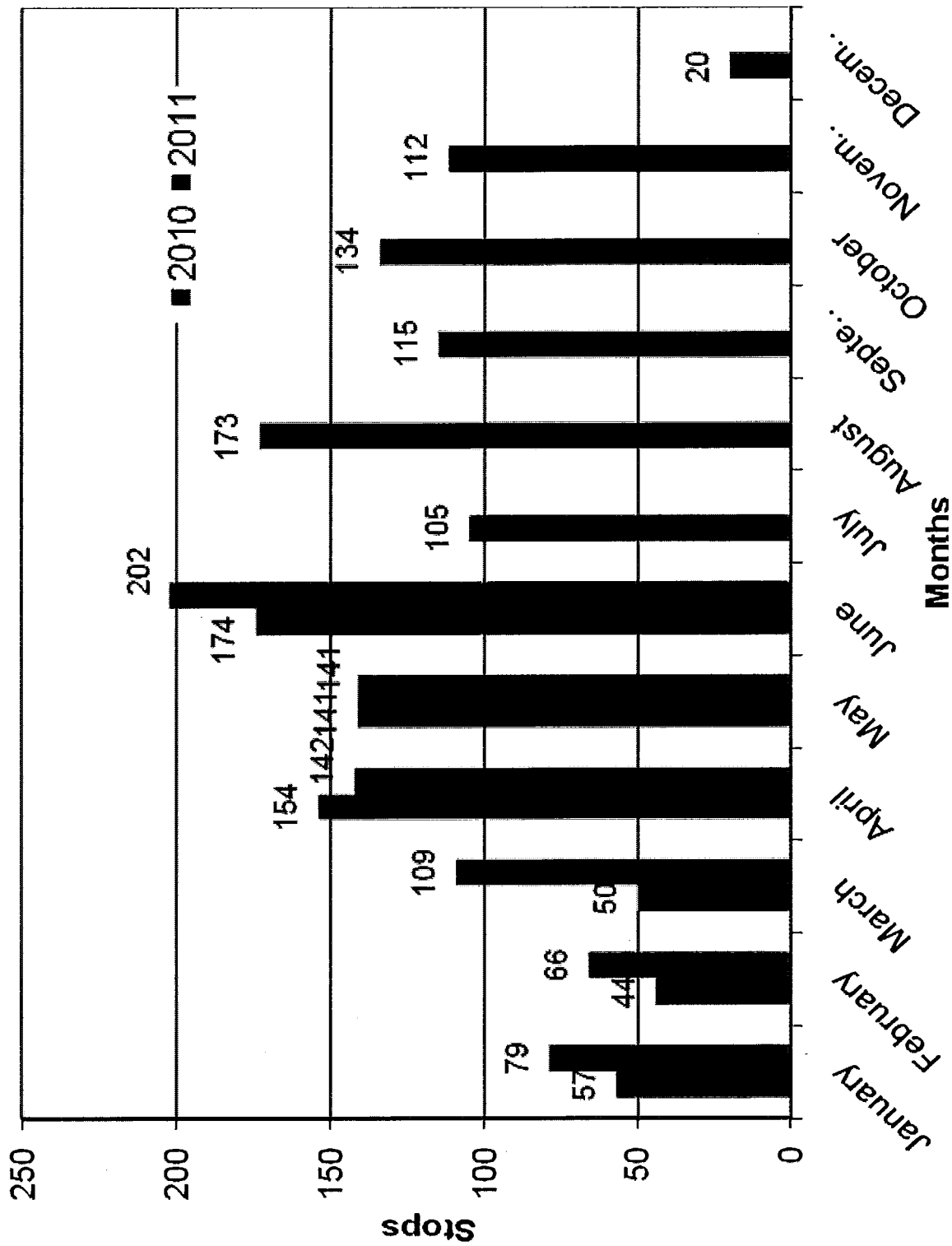




# Special Pick Up Comparisons



# Brush Comparison



# Transportation Department Monthly Report – June 2011

<u>Month</u>	<u>Total # Riders</u>	<u>Average Daily Riders</u>	<u>Total Monthly Miles</u>	<u>Total Monthly Revenue</u>
2010 Dec	139	23	965	0
2011 Jan	391	20	2,961	\$ 232.50
Feb	590	30	3,178	\$ 299.00
Mar	481	21	3,392	\$ 250.00
Apr	495	22	3,109	\$ 240.00
May	551	24	3,085	\$ 269.00
<b>June</b>	<b>1,617<sup>1</sup></b>	<b>43<sup>2</sup></b>	<b>3,313</b>	<b>\$ 340.50</b>
 Yearly Totals	 4,264 <sup>1</sup>	 31 <sup>2</sup>	 20,003	 \$1,631.00

% of Yearly Estimates

107%

82%

<sup>1</sup> Includes 550 riders shuttled on Uncle Billy's Day.

<sup>2</sup> Average Daily Riders does not include the 550 riders from Uncle Billy's Day.

NOTE: The annual estimated revenue for ACTS was \$2,000 with a total ridership of 4,000.



Robert F. McDonnell  
Governor

James S. Cheng  
Secretary of Commerce  
and Trade

# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

William C. Shelton  
Director

June 22, 2011

Mr. J. Waverly Coggsdale, III  
Town Manager  
Town of Altavista  
Post Office Box 420  
Altavista, Virginia 24517

RE: Community Improvement Grant #08-38  
Altavista Downtown Revitalization Project  
Contract Amendment #1

Dear Mr. Coggsdale:

In accordance with your request, the Department of Housing and Community Development is amending the above referenced Community Improvement Grant Contract by extending the contract termination date from June 11, 2011 to August 10, 2011.

Please acknowledge your agreement with this amendment by signing both originals and returning one signed copy to us. This will then become part of your Community Improvement Grant Contract documents. The effective date of this amendment is June 11, 2011.

Sincerely,

A handwritten signature in cursive script, likely belonging to Lisa A. Atkinson.

Lisa A. Atkinson  
Deputy Director

A handwritten signature in cursive script, likely belonging to J. Waverly Coggsdale, III.  
J. Waverly Coggsdale, III

JUNE 29, 2011  
Date

cc: W. Scott Breckenridge Smith, Virginia's Region 2000 Local Government Council  
Tobie Shelton, Town of Altavista  
Kizmet Alonzo, DHCD  
Brad Belo, DHCD



Robert F. McDonnell  
Governor

James S. Cheng  
Secretary of Commerce  
and Trade

# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

William C. Shelton  
Director

June 22, 2011

Mr. J. Waverly Coggsdale, III  
Town Manager  
Town of Altavista  
Post Office Box 420  
Altavista, Virginia 24517

RE: Community Improvement Grant #08-38  
Altavista Downtown Revitalization Project  
Budget Revision #1

Dear Mr. Coggsdale:

We are in receipt of and approve your budget revision request #1 for the Town's Community Improvement Grant #08-38. This approval is based upon the following condition:

- The revision will not entail or result in any significant alteration in the scope of the project or in the provision of benefits as set forth in your Community Improvement Grant Proposal or Contract.

Attached is a copy of the budget as now included in your Contract. Please recalculate the percentage of Community Improvement Grant funds in the affected activities and make future payment requests based on the new percentages. If you have any questions regarding this matter, please feel free to call your Community Representative, Brad Belo, at (804) 786-1161 or [brad.belo@dhcd.virginia.gov](mailto:brad.belo@dhcd.virginia.gov).

Sincerely,

Denise H. Ambrose  
Associate Director

Enclosure

cc: W. Scott Breckenridge Smith, Virginia's Region 2000 Local Government Council  
Tobie Shelton, Town of Altavista  
Kizmet Alonzo, DHCD  
Brad Belo, DHCD

Partners for Better Communities



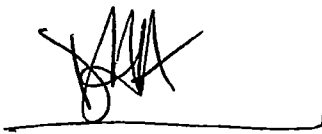
[www.dhcd.virginia.gov](http://www.dhcd.virginia.gov)

# ALTAVISTA CDBG BUDGET (revised 5/19/11)

LINE ITEM	ORIGINAL CDBG BUDGET	REVISED CDBG BUDGET	ORIGINAL NON-CDBG BUDGET	REVISED NON-CDBG BUDGET	REVISED TOTAL PROJECT	NOTES
<b>ADMINISTRATION</b>						
Advertising, Printing & Postage	\$1,300.00	<del>\$1,098.66</del>	\$0.00	\$0.00	<del>\$1,098.66</del>	Reduced by \$200.35
Audit & Legal	\$2,100.00	<del>\$625.00</del>	\$0.00	\$0.00	<del>\$625.00</del>	Reduced by \$1475.00
Workshop Expenses / Travel	\$800.00	<del>\$0.00</del>	\$0.00	\$0.00	<del>\$0.00</del>	Reduced by \$800.00
Project Administration					\$0.00	
Pre-Contract/Environmental Review	\$4,680.00	\$4,680.00	\$0.00	\$0.00	\$4,680.00	
9 Upper Story Housing Units Under Construction @ \$835.55 ea.	\$5,720.00	\$3,813.00	\$0.00	\$0.00	\$3,813.00	
9 Upper Story Housing Units Completed @ \$835.55 ea.	\$5,720.00	\$3,813.00	\$0.00	\$0.00	\$3,813.00	
Satisfactory Interim Compliance Review	\$2,600.00	\$2,600.00	\$0.00	\$0.00	\$2,600.00	
Completion of Design Guidelines	\$1,300.00	\$1,300.00	\$0.00	\$0.00	\$1,300.00	
Gateway Park Construction Awarded	\$7,800.00	\$8,763.00	\$0.00	\$0.00	\$8,763.00	
Gateway Park Substantially Complete	\$7,800.00	\$8,763.00	\$0.00	\$0.00	\$8,763.00	
18 Façade Rehabs Awarded @ \$288.88 ea.	\$5,200.00	\$5,200.00	\$0.00	\$0.00	\$5,200.00	
18 Façade Rehabs Awarded @ \$288.88 ea.	\$5,200.00	\$5,200.00	\$0.00	\$0.00	\$5,200.00	
Completion of Marketing Activities	\$1,820.00	\$1,820.00	\$0.00	\$0.00	\$1,820.00	
Satisfactory Final Compliance Review	\$1,580.00	\$1,580.00	\$0.00	\$0.00	\$1,580.00	
Administrative Closeout of Project	\$2,600.00	\$4,506.36	\$0.00	\$0.00	\$4,506.36	
Subtotal	\$56,200.00	\$53,723.00	\$0.00	\$0.00	\$53,723.00	
<b>UPPER-STORY HOUSING REHABILITATION</b>						
Construction @ 9 units	\$225,000.00	\$225,000.00	\$0.00	\$0.00	\$225,000.00	
Rehab Specialist	\$22,600.00	\$22,600.00	\$0.00	\$0.00	\$22,600.00	
Subtotal	\$247,600.00	\$247,600.00	\$0.00	\$0.00	\$247,600.00	
<b>STREETSCAPE IMPROVEMENTS</b>						
Construction	\$330,000.00	\$332,783.28	\$985,000.00	\$985,000.00	\$1,317,783.28	Increase by \$2,783.28
Engineering/Design (@9.75% of CDBG)	\$32,175.00	\$32,175.00	\$0.00	\$0.00	\$32,175.00	
Inspection (Total @ 7.4% of CDBG)	\$20,825.00	\$20,825.00	\$9,145.00	\$9,145.00	\$29,970.00	
Subtotal	\$383,000.00	\$385,783.28	\$994,145.00	\$994,145.00	\$1,377,145.00	
<b>NO-INTEREST LOAN POOL</b>						
Principal	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	
Subtotal	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	
<b>FAÇADE IMPROVEMENTS</b>						
Construction	\$200,000.00	\$200,000.00	\$279,000.00	\$279,000.00	\$479,000.00	
Architect/Design	\$15,400.00	\$15,400.00	\$0.00	\$0.00	\$15,400.00	
Design Guidelines	\$8,300.00	\$8,300.00	\$0.00	\$0.00	\$8,300.00	
Façade Administration/Legal	\$4,600.00	\$4,600.00	\$1,000.00	\$1,000.00	\$5,600.00	
Subtotal	\$228,300.00	\$228,300.00	\$280,000.00	\$280,000.00	\$508,300.00	
<b>DOWNTOWN MARKETING ACTIVITIES</b>						
Marketing & Branding Development	\$10,000.00	<del>\$9,880.72</del>	\$0.00	\$0.00	<del>\$9,880.72</del>	Reduced by \$119.28
Web Site Development	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	
Wayfinding Signage	\$18,000.00	<del>\$17,813.00</del>	\$0.00	\$0.00	<del>\$17,813.00</del>	Reduced by \$187.00
Subtotal	\$35,000.00	\$34,693.72	\$0.00	\$0.00	\$34,693.72	
<b>TOTAL</b>	<b>\$1,000,000.00</b>	<b>\$1,000,000.00</b>	<b>\$1,274,145.00</b>	<b>\$1,274,145.00</b>	<b>\$2,271,381.72</b>	

DHCD

Approval:



J. Wally Carr  
JUNE 14, 2011

DHCD

Approval:

Date

6/23/11



## COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
1401 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219-2000

GREGORY A. WHIRLEY  
COMMISSIONER

June 16, 2011

Mr. J. Waverly Coggsdale, III  
Town Manager  
Town of Altavista  
P.O. Box 420  
Altavista, Virginia 24517

SUBJECT: Enhancement Program –Central Business District Streetscape – Phase V & VI

Dear Mr. Coggsdale III:

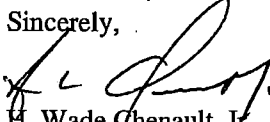
Congratulations! On June 15, 2011 your application for Enhancement Program funds was approved by the Commonwealth Transportation Board (CTB) in the amount of \$501,000. Meetings will be held this fall in several different areas of the state to discuss necessary steps for implementation of your enhancement project. You will receive a notification of those Project Sponsor meetings once they have been scheduled.

Please do not expend any funds or initiate any phase of your project, for which you wish to be reimbursed, until you are authorized in writing by VDOT to do so. **Since this is a federally funded program, starting any project activities before securing proper authorization would jeopardize federal participation in the entire project.** These funds are for the federal fiscal year that begins October 1, 2011 so no authorization of funds can occur before then. The current federal transportation legislation (SAFETEA-LU) expired on September 30, 2009 and we are currently operating under a continuing resolution that will provide funding through September 30, 2011. Another continuation of SAFETEA-LU or passage of new legislation may be needed before all of the Enhancement Program funds are available.

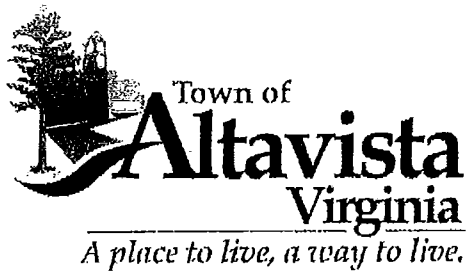
The next deadline for Enhancement Program applications is November 1, 2011. Please visit the Enhancement Program website at: <http://www.virginiadot.org/business/prenhancegrants.asp> for information about the application process and a schedule of the upcoming Applicant Workshops.

If you have any questions about implementing this project, please contact your VDOT District Enhancement Project Coordinator, Ms. Carolyn France at (434) 856-8342. Thank you for your interest in Virginia's Transportation Enhancement Program.

Sincerely,

  
H. Wade Chenault, Jr.  
Federal Programs Manager  
Local Assistance Division

Cc: Mr. Mark J. Peake, District CTB Member



## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager

**From:** Dan Witt, Assistant Town Manager

A handwritten signature in dark ink, appearing to be "DW", enclosed within a circular scribble.

**Date:** June 27, 2011

**Re:** Sewer Line Relocation by VEPCO

John Tomlin and I met with William "Stu" Gitchell from Dominion Power today to discuss the relocation of a sewer line that runs through the proposed site for the new wood storage yard. We discussed several options for this relocation; including the Town having the engineering done and completing the construction- then being reimbursed-; to Dominion hiring the engineering firm and having the work done but keeping the Town in the loop-having us sign off on the plans and work. John and I agreed that we wanted Dominion to handle the entire project but keep us in the loop throughout the process and at the end turning over the completed line to the Town.

We think the Town Council should at the least be made aware of this but also may need to give their blessing. If you think this is the appropriate next step, we would like for this to be on the Council agenda for the July 12<sup>th</sup> meeting.

Attached: map of site showing sewer line



